

NAB TRAVEL POLICIES

GENERAL

NAB will reimburse travel expenses for air fare, lodging and incidentals covering your approved travel dates.

AIRFARE

To expedite reimbursement, please remember to ATTACH YOUR AIRLINE TICKET RECEIPT TO YOUR ONLINE EXPENSE REPORT. **NAB will reimburse you for your airfare up to a maximum of \$700, including taxes and fees.** If you are not booking through the NAB Concur travel site, and you cannot find a fare under \$700, you must be pre-approved to exceed \$700 from the NAB office. Only those requests for reimbursement received within 30 days of the last travel day will be honored by NAB.

FLAT RATE MEAL ALLOWANCE

The meal allowance is \$175.00 maximum for breakfast, lunch, and dinner combined. You are allowed to reallocate a portion of the cost of one meal into another meal on the same day, as long as you stay below the \$175 per day cap. **Receipts are required for all meals.** This rate applies for an entire day of meals and can be claimed only for the meals that are not provided by NAB on the allowed meeting dates, including your travel days. For days with partial meal coverage, please use the rule of thumb that the per meal allowance is \$45 for breakfast and lunch each and \$85 for dinner. For example, on the Friday of the NAB Annual/ Mid-Year Meeting, breakfast is provided by NAB. You may not expense breakfast on that day and your total for lunch and dinner should not exceed \$135.

GROUND TRANSFERS AND PARKING

The NAB will reimburse individuals for the most cost-effective ground transportation to and from the airport and/or when conducting official NAB business. Receipts are required for all taxi fares over \$25. Airport parking will be reimbursed.

TRAVEL BY AUTOMOBILE/CAR RENTALS

NAB reimburses auto travel at the IRS Standard Mileage Rate. The claim for mileage and parking of a private car may not exceed the cost of airline coach fare, mileage to and from the airport and parking. **Rental cars will not be reimbursed unless they are pre-approved by NAB.**

LODGING

When applicable, NAB will reimburse for actual lodging expenses upon presentation of the paid hotel bill. When NAB arranges for the room and tax to be billed to NAB's Master Account, the individual must pay for incidentals upon checkout. If your travel plans change and you do not inform NAB at least one week prior to your indicated arrival date, you may incur cancellation fees, and you will be responsible for paying the cancellation fees.

OTHER

Adjustments will be made in reimbursement by NAB's Accounting Office for listed expenses that do not conform to NAB travel policies.

CONCUR TRAVEL & REMIBURSEMENT SITE (<https://www.concursolutions.com/nui/signin/v1>)

All expense forms must be completed on the Concur travel & reimbursement website, unless alternate arrangements have been made. Please submit an online expense forms, along with all necessary documentation and receipts, within 30 days of the event.

A Word of Thanks

NAB is grateful to those who do not seek reimbursement for expenses incurred on NAB business and to those states and companies who underwrite the expenses of those who participate in NAB affairs.