

2017 Guidelines for Travel & Expense Reimbursements

Please use the following guidelines when arranging travel and completing expense reimbursements for National Academy of Education (NAEd) related business and activities. All travelers should have prior authorization that NAEd will reimburse travel expenses before arrangements are made.

Allowable expenses directly associated with NAEd related travel are as follows:

Transportation:

1. NAEd will cover reasonable expenses for one of the following modes of transportation: airfare, train fare, rental car and gas, or \$0.54 per mile for use of your own vehicle. Airfare (or other transportation) should not exceed the basic and least expense option available (e.g. economy class) within reasonable travel parameters. (Examples of reasonable parameters include travel that: (a) does not cause circuitous routing, (b) does not create a medical hardship, (c) does not create excessive or unreasonable travel times, and (d) does not create additional expenses such as an additional night accommodation.)
Please contact NAEd if you anticipate your travel costs will exceed \$500.
2. The NAEd will cover reasonable expenses for the following forms of ground transportation: (a) shuttle or taxi fares between home and airport and between airport and hotel, and (b) parking fees at the airport or meeting site as well as tolls if driving to the airport or meeting site. Please contact your NAEd program officer if anticipated ground transportation and related expenses exceeds \$90 for prior approval.
3. Travelers have the option of using the following travel service supported by the NAEd:
John Ferrera, World Wide Travel Associates, 1.855.WWTA-INC; ext. 1011 or john@wwtainc.com.

Lodging:

Lodging for most NAEd organized activities will be provided by NAEd. Your NAEd program officer will be in touch regarding lodging arrangements.

Meals and incidental expenses:

The NAEd will reimburse travelers for meals and incidental expenses not to exceed \$69 per day or \$51.75 for first and last day of travel; however, if NAEd provides a meal(s) as part of an organized activity, participants cannot request reimbursement for the same meal. (For example, if the NAEd provides dinner and a participant chooses to dine on their own, they cannot request reimbursement for that meal.)

Receipts are required for all reimbursable meals and incidentals. The NAEd will reimburse the actual cost of each expense, up to the following allotted amounts:

Breakfast	Lunch	Dinner	Incidentals	Total
\$16	\$17	\$31	\$5	\$69 (or \$51.75 for first and last day of travel)

Other:

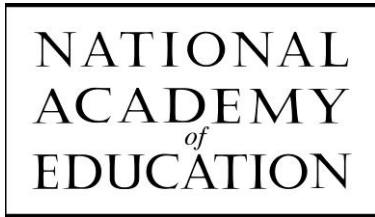
Allowable expenses will be reimbursed by NAEd assuming all original receipts are enclosed and that there are no questions about the reimbursement. **Appropriate receipts are required for the purposes of our audits.**

**PLEASE TAPE OR PASTE YOUR RECEIPTS ONTO AN ATTACHED SHEET OF PAPER.
BE SURE TO KEEP A PHOTOCOPY OF YOUR RECEIPTS FOR YOUR RECORDS.**

Expense reports must be submitted by December 31, 2017 to guarantee reimbursement.

Please contact your NAEd program officer if you have any additional needs not covered by these travel guidelines (e.g. temporary dependent care expenses).

If you have any questions about expenses, please contact the NAEd office (telephone: 202-334-1947; or e-mail: abell@naeducation.org).



**Expense
Reimbursement
Form**

Date:
Contact:
Phone:
Email:

Check payable to:

Address to send check:

Purpose:

PLEASE REFER TO GUIDELINES ON PREVIOUS PAGE.

Attach all original receipts.

DATE	DESCRIPTION	AMOUNT	RECEIPT
TOTAL			

Signature:

<p><u>Please return this form with all original receipts to:</u> The National Academy of Education 500 Fifth Street NW Washington, DC 20001 Phone: 202-334-1947 · Fax 202-334-2350 Please keep a copy of receipts for your records</p>	<p><u>For office use only:</u> Approved: Code:</p>
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