

## **8.8 NCSBN Travel Policy**

### **Date of Origin**

December 2004

### **Purpose**

connectivity charges are reimbursable by NCSBN. Mini-bar charges are the responsibility of the traveler. Fitness center charges are not reimbursable by NCSBN. All other incidentals are the responsibility of the traveler.

2.8 Additional persons sharing the travelers' room are the responsibility of the traveler.

### **3.0 Operational Procedure**

#### **3.1 Travel Approval**

The NCSBN Meetings department will authorize travel and notify the corporate travel agent of approved travelers. A Call to Meeting will be sent to those traveling to headquarters and other NCSBN sponsored meetings.

3.2 Executive officers of member boards are to notify NCSBN of the NCSBN travel waiver representative's name(s) no less than 30 days before the NCSBN sponsored meeting.

3.3 Once NCSBN member boards have assigned representatives, NCSBN will notify the corporate travel agent of approved travelers and reserve hotel rooms correlating with approved travel dates.

#### **3.4 Expense Report**

The NCSBN Business Expense Reimbursement Form is used to document expenses and to request reimbursement. The Business Expense Reimbursement Form must be submitted within thirty days of completion of the trip. Explanations for all unusual items or amounts must be provided on the form or an attachment. Receipts are required for all expenditures paid by the traveler, which exceed \$75. The NCSBN Business Expense Reimbursement Form is available on the NCSBN website. The Business Expense Reimbursement Form with receipts should be submitted by email to the NCSBN Staff Member required to approve your expenses or to [csrequests@ncsbn.org](mailto:csrequests@ncsbn.org) for approval.

### **Revision Dates**

February 2005  
September 2007  
December 2007  
December 2009  
July 2010  
July 2013  
May 2017  
July 2023

### **Board of Directors Review Dates**

FY07  
FY11  
FY14  
FY17  
FY23