

EXPENSE REIMBURSEMENT GUIDELINES
INCLUDING NACADA FALL 2012 LEADERSHIP MEETINGS

Board of Directors —

Lodging*: For the Fall Leadership meetings held prior to the conference, NACADA will reimburse up to half the **standard conference room rate** (including applicable taxes) for the night of Tuesday, October 2 (if flight options do not permit arrival by 3 pm on Wednesday), and for Wednesday night, October 3, for eligible Board members participating in the Wednesday leadership meetings. For those attending the post-conference Board meeting, NACADA will also reimburse up to half the standard room rate for the night of Sunday, October 7.

Food: Eligible Board members will be reimbursed for food expenses up to \$25 for Wednesday, October 3 (dinner provided), and Thursday, October 4, with receipts. For those whose flight schedules *require* arrival on Tuesday, October 2, meals will be reimbursed on that day up to \$40, with receipts. For the post-conference Board meeting on Sunday, October 7, breakfast is provided with your conference registration, lunch will be provided, and dinner will be reimbursed up to \$25, unless provided.

Council —

Lodging*: For the Fall Leadership meetings held prior to the conference, NACADA will reimburse up to half the **standard conference room rate** (including applicable taxes) for the nights of Tuesday, October 2, and Wednesday, October 3, for eligible Council member participants.

NOTE: Council members opting to attend the post-conference Board meeting on Sunday, October 7, will be responsible for all expenses incurred as a result, including hotel and meals.

Food: Eligible Council meeting participants will be reimbursed for meals up to \$40 for Tuesday, October 2, and up to \$25 for Wednesday, October 3 (dinner provided), with receipts. For those members participating in the meeting on Thursday, October 4, up to \$25 will be reimbursed for breakfast and lunch.

Region, Commission, Standing Committee, and Advisory Board Chairs —

Lodging*: NACADA will reimburse up to half the **standard conference room rate** (including applicable taxes) for the night of Wednesday, October 3, for eligible Region, Commission, Standing Committee, and Advisory Board Chairs participating in the Fall Leadership meetings. For those whose only flight options *require* arrival on Tuesday, October 2, for the Wednesday afternoon Division meetings, reimbursement will be paid for that night up to half the standard room rate.

Food: Eligible leadership meeting participants will be reimbursed for food expenses up to \$25 for Wednesday, October 3 (dinner provided), with receipts. For those whose flight schedules *require* arrival on Tuesday, October 2, meals will be reimbursed on that day up to \$40, with receipts.

Interest Group Chairs and Commission Chairs—

Interest Group Chairs and Potential Interest Group Chairs participating in the Commission and Interest Group Fair on Friday morning, October 5, 7:30-8:30 a.m., are eligible for reimbursement for **up to \$50, with receipts**, for allowable table expenses. These expenses could be related to table decorations, display boards, copying materials, or other allowable expenses directly related to the Fair. Please be sure receipts are submitted for all expenses claimed.

Eligibility: **Current and incoming leaders for the above positions are eligible for reimbursement.**

Receipts: **Please remember, receipts are required for all expenses claimed.**

***Lodging**: **If sharing a hotel room with another leadership member, the entire standard conference room rate and taxes are reimbursable for applicable meeting nights as noted above. If sharing with a non-leadership member or choosing a single room, only 1/2 of the conference room rate is reimbursable.**

For questions, please contact Peggy Goe at pgoe@ksu.edu or 785.532.3398