



Policy and Procedures for Reimbursement of Travel Expenses for NCBFAA Board and Committee Members

The following policies and procedures govern travel expenses reimbursement for NCBFAA Board and committee members.

Board Meetings: Board members may request reimbursement of certain travel expenses as defined below when travel is necessary to attend meetings of the Board of Directors, except when such meetings are held in conjunction with the Annual Conference, Government Affairs Conference or similar events.

NAC Members and Committee Chairman: NAC members and Committee Chairmen are regularly invited to attend Board Meetings. However, the NCBFAA cannot reimburse their travel expenses to attend these meetings, if not previously approved in budget.

Committee Meetings: When specifically authorized by the Committee Chair in the budget, Committee Members may request travel expenses reimbursement to attend certain meetings. Preapproval forms are to be submitted to each Committee Chair. Committees should avoid travel costs by holding meetings via telephone conference call, when possible. Arrangements for such calls can be coordinated through the NCBFAA Headquarters Office.

Reimbursable Expenses: When authorized, travel expenses reimbursement is limited to:

- Coach airfare, shuttle, train or equivalent for required transportation to and from the meeting.
- Cost of hotel room and tax (room only) when necessary to attend meeting.
- Airport shuttle service, metro or other similar transportation necessary to attend meeting, including taxis if no other option available.
- The Association reimburses mileage at the IRS rate for NCBFAA travel when using personal vehicle.

Procedures: To keep our records current and to facilitate our financial year-end close out, we ask meeting attendees to submit reimbursement requests no later than 30 days following the meeting, using this NCBFAA *Travel Expense Reimbursement Voucher* as unanimously approved at the January 13, 2007, NCBFAA Board of Directors meeting. In the event of an audit, original receipts for airline tickets, trains, and hotel bills must be attached. Your cooperation is greatly appreciated.

Please Note: In the past, Board and Committee members tried to coordinate their travel to attend meetings with their personal company business travel, thus avoiding the need for NCBFAA reimbursement of travel expenses. This practice has been very helpful to the NCBFAA budget and is notably appreciated during these economically challenging days.

Cost Savings Tips

- Please utilize airport shuttle and metro transit whenever possible
- Book board meeting flights at least 14 days in advance: Board meetings are scheduled up to a year in advance.
- Use parking garage vs. Hotel valet whenever possible – especially for overnight
- Remember to check all airports in a region for best available rates, e.g., BWI, IAD, or DCA

Expense Account Codes

230 – Board of Directors Meeting	605 – Forwarding / Export Issues Committee
310 – Annual Conference Committee	609 – Air Freight Committee
460 – Educational Institute	610 – NVOCC Committee
510 – Affiliated Presidents Network	611 – Ocean Best Practices Committee
525 – Membership Committee	640 – Industry Relations / International Affairs
604 – Customs / Import Issues Committee	490 – Other Committees



NCBFAA

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NCBFAA Travel Expense Reimbursement Voucher

Return completed forms to kmurphy.ncbfaa.org or, if necessary, mmontgomery@ncbfaa.org

Name: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

Meetings Attended (List separately if more than one, per trip. Listing of codes on front.)

1. _____ Acct. Code: _____

2. _____ Acct. Code: _____

3. _____ Acct. Code: _____

Date & Location of the Meeting(s): _____

Travel Expenses:

Coach Air Fare, Train, Shuttle or Equivalent \$ _____

Hotel Room \$ _____

Personal mileage reimbursement (if any) \$ _____

Ground transportation (please describe): _____

Total \$ _____

Original receipts attached?: Y/N

Make Check Payable to: _____

Date Submitted: _____ Signature: _____

(Please observe NCBFAA Policy & Procedures for Reimbursement of Travel Expenses as outlined on the reverse side of this form, attach copies of receipts for airline tickets, ground transportation and hotel bills, and submit as soon as possible but no later than 30 days following each meeting.)