

REIMBURSEMENT POLICY

NAEA ANNUAL MEETING/BOARD MEETINGS/COMMITTEE MEETINGS

Reimbursement: registration fees + travel + lodging not reimbursed by NAEA

Applies to:

- NBEA President (or substitute representative)
 - NAEA Officers, Directors and Committee Chairs
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CSEA ANNUAL MEETING

Reimbursement: Grand Banquet costs + 1 night lodging

Notes: Must attend ALL business functions on the day of the Annual Meeting to qualify for reimbursement.

Travel will be reimbursed if more than 60 miles from home/office

Applies to:

- All NBEA Voting Members
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CSEA BOARD MEETINGS/COMMITTEE MEETINGS

Reimbursement: travel + lodging

Applies to:

- CSEA Officers
 - CSEA Director
 - CSEA Committee Chairs
 - NBEA Committee Chairs
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CSEA TAX LIAISON MEETINGS (STALM)

Reimbursement: registration fees + travel + lodging

Notes: lodging only reimbursed if overnight stay is reasonable

Applies to:

- NBEA President
 - All NBEA Voting Members
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REIMBURSEMENT POLICY

CSEA PRESIDENT/DIRECTOR TRAINING WORKSHOP

Reimbursement: registration fees + travel + lodging

Notes: NBEA President may designate another Officer to also attend

Applies to:

- NBEA President
 - CSEA Director
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CSEA JIM STERN DAY

Reimbursement: registration fees

Applies to:

- NBEA President – includes travel if required
 - CSEA Director
 - NBEA Committee Chairs – includes travel if required
 - All NBEA Voting Members – registration fees only
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CHAPTER ANNUAL RETREAT

Reimbursement: travel + 1 night lodging if more than 60 miles from home/office

Applies to:

- All NBEA Voting Members
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CHAPTER BOARD MEETINGS

Reimbursement: travel + 1 night lodging if more than 60 miles from home/office

Applies to:

- NBEA President
 - CSEA Director
 - NBEA Officers
 - NBEA Directors
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REIMBURSEMENT POLICY

NOTES

- 1) No meal reimbursements will be allowed unless specifically indicated.
- 2) Unless otherwise indicated, travel will only be reimbursed when an overnight stay is required or when one-way travel exceeds 60 miles.
- 3) Qualifying travel will be reimbursed either at the lower of the current IRS mileage rate from home/office to destination + tolls/parking OR actual cost of air or rail transportation (+ mileage if one-way travel to airport exceeds 60 miles).
- 4) Lodging reimbursement is limited to a reasonable number of nights, no more than two, and will not exceed NAEA/CSEA/NBEA hotel rate, if applicable. Distance from home/work and time of meetings will determine if reasonable).