

## **GUIDELINES FOR TRAVEL EXPENSE INCURRED BY VOLUNTEERS ON BEHALF OF DISABILITY RIGHT NORTH CAROLINA (DRNC)**

Disability Right North Carolina appreciates that volunteers give of their time and talents to travel and represent DRNC at various meetings and conferences. DRNC will reimburse individuals for expenses incurred while traveling to or from a DRNC meeting or when attending a meeting or conference on behalf of DRNC or any other approved agency travel. All travel must be approved in advance by the Chair of the Board of Directors, Chair of the PAIMI Advisory Committee or Executive Director of DRNC. Not all situations and not all expenses can be covered in writing. If you have any questions, or need a special consideration, please ask the Director of Finance or Executive Director.

### **EXPENSES ELIGIBLE FOR REIMBURSEMENT**

#### **Registration Fees**

Any registration fees for attending a conference or meeting on behalf of DRNC or on any other DRNC related business is eligible for reimbursement as long as approval in advance has been obtained.

#### **Mileage**

Mileage for automobile travel is reimbursed at a rate per mile not to exceed the current IRS mileage rate and as adopted annually by the Board of Directors.

#### **Parking and Tolls**

Reasonable parking and toll expenses will be reimbursed. Hourly, short term and valet parking generally will not be reimbursed by DRNC.

#### **Air Travel**

Please contact the Executive Assistant, Janice Wilmott, to assist with air travel when any air travel is required. Costs of airline tickets can be reimbursed; however, booking can be done through Janice and charged to DRNC so that you do not personally incur the expense.

#### **Hotels**

Every effort will be made to have a safe and convenient hotel arrangement that allows for a direct billing to DRNC in cities where frequent travel is expected (e. g. Raleigh). You may stay at a different hotel if you wish, and you will be reimbursed up to the rate that is established at the direct bill hotel. Rooms at meetings or conferences will be reimbursed at the rate arranged by the organization holding the meeting.

## **DRNC TRAVEL GUIDELINES (continued)**

### **Meals**

Meals are reimbursed at the following rate:

Breakfast: \$ 6.00  
Lunch: \$12.00  
Dinner: \$18.00

Receipts are **not** necessary to claim this expense. Meals included in a registration fee are not part of this reimbursement. Alcoholic beverages are never eligible for reimbursement.

### **Attendant Services and Other Necessary Accommodations**

Attendant services will be reimbursed as required for the use of the travel, including hotel accommodations and meals, and at the usual and customary hourly or daily rate for an attendant. Other necessary accommodations will be considered for reimbursement on a case by case basis. If you have any question about eligibility for reimbursement, please ask in advance of incurring the expense.

## **SUBMITTING EXPENSES FOR REIMBURSEMENT**

DRNC has a travel reimbursement form that must be submitted within 10 days of the conclusion of travel. This needs to be filled out, signed and any receipts attached and submitted to the Director of Finance, Charlie Barnes, for reimbursement. Checks are cut on Thursday, so if the request is in by Tuesday, it can usually be paid by that Thursday and mailed on Friday. If you need special handling of your reimbursement, please notify Charlie.

### **TRAVEL ADVANCES**

A travel advance is available up to \$200 if needed. A Request for Advance form must be completed and submitted to Charlie Barnes early enough for the check to be cut on Thursday and in time for you to receive it in the mail prior to the time it is needed. It is a good idea to allow at least 10 days for this process.

A travel reimbursement form must be submitted at the completion of travel that reflects actual expenses along with all necessary documentation as stated above and within 10 days of the completion of travel. If the amount of the advance exceeds actual expenses, the difference must be submitted along with the expense reimbursement form.

If the expense reimbursement form and travel advance reconciliation is not received by the end of the 10 day period, the individual will not be eligible for any future advances or reimbursements until the outstanding one is reconciled.