

## **NASCIO CONFERENCE REIMBURSEMENT POLICY**

**Updated 12.31.2021**

Each NASCIO state member in good standing may register, at no cost, the state CIO or his/her equivalent (primary state member) and one additional policy official for the Annual and Midyear Conferences. When budget allows, each state may receive a third registrants. Certain travel expenses of these individuals are reimbursed, up to a \$600 limit per person for each conference. In the event the primary state member is unable to attend, he/she may appoint a representative to receive these benefits. NASCIO reserves the right to require attendance at specific events to qualify for expense reimbursement.

Below is an outline of NASCIO's travel reimbursement policies:

### **NASCIO Conference Reimbursement Policies:**

NASCIO leaders and staff must protect and manage the assets of NASCIO and its members and practice sound fiscal restraint. Those making purchases or traveling on NASCIO's behalf should use their best efforts not to incur unreasonable, unnecessary and excessive expenses. The staff has the duty to question expenses that appear excessive or are unsubstantiated, and the secretary-treasurer must approve questionable or excessive reimbursement requests.

Non-travel related expenses should be approved in advance by the executive director, to ensure expenditures meet NASCIO strategic needs and qualify for reimbursement.

As a general rule, travel arrangements should be made by the individual participants or attendees. Expenses with appropriate documentation may be reimbursed upon completion of travel, providing the expenses follow NASCIO's expense reimbursement policies:

### **Commercial Transportation**

Air travel should be economy class, unless only first class is available (in which case, prior authorization by the executive director is required). Rail transportation may be booked at the lowest fare class necessary to ensure reserved seating. Ground travel should be at the lowest possible rate; when traveling alone, to every extent possible, a shuttle service should be used instead of a cab or rental vehicle.

### **Rental Cars**

Rental cars should be used only if necessary to reach a meeting site, at a government discount rate when possible. NASCIO will reimburse the cost of fuel necessary for a rental car.



### **Personal Vehicles**

Reimbursement for the use of a personally owned vehicle for NASCIO business purposes, plus tolls and parking charges, is acceptable. For a distance of more than 500 miles each way, where the car is used by personal preference, reimbursement should be equivalent to economy class airfare or up to the available stipend amount for conference travelers. For mileage claims, a map with the travel starting and ending points and calculation of mileage is required for support documentation. Personal automobile travel will be reimbursed at the rate currently allowed. Gasoline and other personal vehicle expenses are factored into the mileage reimbursement and are not reimbursed separately.

### **Meals and Lodging**

Meals are not reimbursable for travel related to NASCIO conferences.

### **Personal Expenses**

Spouse/guest and personal expenses (alcohol, movies, fitness centers, etc.) are not reimbursable.

### **Documentation**

Reimbursement requests should be submitted to the NASCIO office within three weeks following the travel, using the NASCIO reimbursement form found at [www.nascio.org/reimbursement](http://www.nascio.org/reimbursement). Detailed receipts are required for all items and should be submitted with this reimbursement form (original receipts are not required). Credit card charge slips should include specific notations as to the nature of the charges. Sufficient details as to the business purpose of the travel, dates and location must be included in expense report. Unless there are mitigating circumstances (i.e. state travel prohibitions), travel or other expenses will be reimbursed after the travel has taken place and an expense report is filed.

