

NEW ENGLAND AMERICAN PUBLIC WORKS ASSOCIATION TRAVEL POLICY

These guidelines are to be used by all persons traveling on business for the New England American Public Works Association (NEAPWA) who are requesting reimbursement.

MEALS

Meals, including meal tips up to 20% of the total, are reimbursed on an actual cost basis not to exceed a cap of \$90 per day. For travel commencing after 2:00 pm, the cap is \$40 for that day. The following applies in all circumstances:

- If the NEAPWA pays directly for any of your meals either through a conference rate or group-sponsored meal, the following amounts should be deducted from the cap of \$90 (including tips) for that day for the meal(s) the NEAPWA covered:

\$20 for breakfast \$30 for lunch \$40 for dinner

- You are required to have the original itemized receipts for any item in excess of \$5 for which you are requesting reimbursement. Meals without an itemized receipt will be reimbursed at \$5 per meal. Each receipt should be labelled as “Breakfast”, “Lunch”, or “Dinner”. Snacks between meals are not considered reimbursable meal expenses.
- Expense submittals will only be honored for the expenses incurred for the individual submitting the claim. Each member or staff authorized to travel at NEAPWA’s expense must submit their own expense reimbursement claim to the Chapter Treasurer. Claims including meals, travel, or incidentals for more than one person will not be covered.
- NEAPWA will not reimburse for alcoholic beverages.

TRANSPORTATION

- Airfare: you may use any online booking website to book your flight. Airline baggage fees will be reimbursed at cost up to one bag, each way.
- Private Automobile: When private automobiles are used, the total mileage shall be identified and will be reimbursed based on current IRS rates established for business travel. Private automobile total expenditures including mileage, tolls, and parking must not exceed the cost of lowest available common airline fare.
- Ground: Necessary airport limousine, bus, train, and/or taxi fares, including tips, to and from the meeting site and to and from meeting functions will be reimbursable for Association business. The use of rental cars is prohibited without prior approval by the President before the rental car is reserved. Please make every effort to utilize the most economical option at all times.

LODGING

Lodging expenses will be reimbursed on a single-rate actual cost basis not to exceed a cap of \$200 per day. Attempts should be made to obtain special conference or commercial rates.

ENTERTAINMENT

NEAPWA will not reimburse for entertainment expenses.

TELEPHONE/FAX/INTERNET

These expenses will only be reimbursed for NEAPWA business.