

# Travel & Reimbursement Instructions



NRCAC is a federally funded program and we must abide by all federal regulations. **By accepting a stipend from the Northeast Regional Children's Advocacy Center, you agree to abide by all regulations listed below, and understand that if any regulations are not followed, you may not receive all or part of your reimbursement.**

The Northeast Regional Children's Advocacy Center (NRCAC) provides funding for individuals affiliated with CACs to participate in a variety of training opportunities. It is NRCAC's policy that travel is performed as economically as possible and follows federal guidelines. Reimbursement covers the period of time during which the training takes place; reimbursement for the day prior to or following the training requires prior approval.

**Receipts are required** for lodging, transportation, and registration fees. If you are flying or taking a train, boarding passes from each flight/ride are required along with the receipt(s). All reimbursement forms must be accompanied by the aforementioned receipts, and must be submitted to NRCAC within 30 days of your travel. **Failure to submit reimbursement form with receipts within 30 days may result in the forfeiture of reimbursement due to grant closures.**

Link to the reimbursement form: <https://www.tfaforms.com/453099>

No policy can cover every conceivable circumstance. If you have a unique situation, please check with the Project Director and/or Executive Director.

## RECEIPTS & DOCUMENTATION

1. Receipts are required for lodging, transportation, taxis, tolls, parking, and registration fees. If a registration fee is claimed, a certificate of completion must accompany your reimbursement form. If requesting reimbursement for personal mileage, a mileage map is required.
2. Receipts **and** boarding passes are required for all flights (including all connecting flights) and train rides. If you are using a mobile boarding pass, you may take a screen shot of it.
3. When possible, please **combine your receipts into one pdf document** to upload to the submission form.

## TRANSPORTATION

1. Air travel will be reimbursed for coach class. **Boarding passes and receipts are required for reimbursement.** Flight change fees are not reimbursable except in emergency situations. If there's an emergency situation you must check in with us first. Baggage fees are allowable for 1 bag each way.
2. Airfare will only be reimbursed for business-related travel. Individuals combining personal and business travel are responsible for the difference in ticket price.

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3. Expenses for travel by auto will be reimbursed at the rate of \$0.54 per mile. Reimbursement will be the lower of [1] the most economical air ticket between the nearest airfields, or [2] \$0.54 per mile plus all other allowable expenses (tolls and/or parking) incurred while in transit. Mileage documentation is required in the form of a map (google maps, mapquest, etc.).
4. Car rentals are not an allowable expense; any exceptions must have prior approval from the Project Director/Executive Director.
5. Receipts are required for travel by cab, uber or lyft to and from airports. **Tips for cabs are not reimbursable. Ground transportation to and from social activities, including meals, are not allowable expenses and will not be reimbursed.**
6. If you drive to the airport, mileage is reimbursable with a map as documentation.

**LODGING**

*Per diem lodging rates throughout the US can be obtained from the NRCAC office or [gsa.gov/perdiem](http://gsa.gov/perdiem).*

1. NRCAC will reimburse lodging expenses at the federal per diem rate for the specified location. Individuals are responsible for booking a hotel at or below the federal per diem rate. **If lodging cost per night exceeds the federal per diem rate (before taxes and fees), no part of the lodging cost is allowable.** Please check to make sure your hotel is at the per diem rate, even if it's a hotel associated with the conference you're attending.
2. Individuals are responsible for incidental expenses charged to hotel room (i.e., internet, room service, movies, telephone, laundry, valet, bar, etc.). Telephone calls and internet fees are not reimbursable items.

**SPOUSE/GUEST POLICIES**

1. Travel expenses, as specified in these guidelines, are reimbursable for the authorized traveler only.
2. When hotel room costs differ for single or double occupancy, single room costs are approved; additional expense for double occupancy is the responsibility of the authorized traveler. When hotel room costs are the same for single or double occupancy there is no additional cost to the individual accompanied by the spouse or guest.

**MEALS & INCIDENTALS**

Unless specifically approved prior to the authorized travel, your training stipend **does not** include meal costs.

**With Prior Approval Only**

*Meal Per Diems for your training location are as follows: \_\_\_\_\_ per travel day  
\_\_\_\_\_ per full day*

*If you have questions, please contact Shannon Spillman,  
NRCAC Training & Resource Coordinator, at [shannon@nrcac.org](mailto:shannon@nrcac.org).*