

# Travel & Reimbursement Requirements

NRCAC is a federally funded program and we must abide by all federal regulations. **Please review this document in full, sign below, and return to Katelyn Waltimyer at [katelyn@nrcac.org](mailto:katelyn@nrcac.org).** Reimbursement requests will not be process unless you have signed and returned this document

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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 from the day prior to the start of the training through the final day of the training; reimbursement for the day following the training requires prior approval.

**Receipts are required** for lodging (unless lodging is covered via a direct bill paid by NRCAC), transportation, and registration fees. See below for documentation requirements 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 Katelyn Waltimyer at [katelyn@nrcac.org](mailto:katelyn@nrcac.org).

## Receipts & Documentation

1. Itemized receipts are required for lodging (unless covered by NRCAC via direct bill), airfare, train fare, luggage, taxis/Ubers/Lyfts, etc, 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. In addition to receipts, **boarding passes are required for all flights (including all connecting flights) and train rides.** If you are using a mobile boarding pass, please take a screenshot of your boarding pass and save it prior to boarding, as some boarding passes may disappear after boarding.
3. If at all possible, please **combine your receipts into one pdf document** to upload to the submission form.
4. If you are missing any of the documentation required for reimbursement, please email Katelyn Waltimyer at [katelyn@nrcac.org](mailto:katelyn@nrcac.org) immediately for guidance in obtaining replacement documentation.

## Transportation

1. Air and Train Travel
  - a. Air and train travel will be reimbursed for coach/economy class only. **Boarding passes and receipts are required for reimbursement.**
  - b. Flight change fees are not reimbursable except in emergency situations. If there's an emergency situation you must check in with us first.
  - c. Baggage fees are allowable for 1 checked bag each way for air travel.
  - d. Airfare and train fare will only be reimbursed for business-related travel. Individuals combining personal and business travel are responsible for the difference in ticket price.
2. Personally Owned Vehicle (POV) Travel
  - a. POV related costs that are reimbursable: mileage, parking, tolls
  - b. POV related costs that are NOT reimbursable: gas, maintenance, insurance, etc.
  - c. If driving a personally owned vehicle to travel to and from a training or to and from the airport/train station, you will be reimbursed at the government rate of \$0.625 per mile. Mileage documentation is required in the form of a map (google maps, mapquest, etc.).
  - d. If choosing to drive a significant distance when flying is a convenient option, reimbursement will be paid the lower of [1] the most economical air ticket between the nearest airfields, or [2] mileage reimbursement plus all other allowable expenses (tolls and/or parking) incurred while in transit. In these instances, participants should also provide documentation to show the airfare they would otherwise have incurred.
    - i. Suggested method of documentation: do a search on your preferred airline's website as if you were planning to purchase airfare. Select your flights to and from the event, and take a screenshot or save a copy of your cart, showing the flights you selected and all associated costs. After saving your documentation, remove the flights from your cart and keep track of your documentation to send with your reimbursement request
  - e. Dated receipts are required for parking and tolls. If using an EZ-Pass, you may take a screenshot of your online statement with applicable charges highlighted. Parking costs for parking at the training or at the airport/train station are allowable.
3. Car rentals are not an allowable expense; any exceptions must have prior approval from NRCAC.
4. Receipts are required for travel by cab, Uber, Lyft, or other rideshares. You may receive reimbursement for trips that are required to travel to the training, such as between your home and the airport/train station, and between the airport/train station and your lodging. If travel between your lodging and the training daily is required, you must check in with Katelyn Waltmyer at [katelyn@nrcac.org](mailto:katelyn@nrcac.org) to confirm allowability. **Tips for cabs or ride shares are not reimbursable.**
5. **Ground transportation to and from social activities, including meals, are not allowable expenses and will not be reimbursed.**

## Lodging

*Per diem lodging rates throughout the US can be obtained from <https://www.gsa.gov/travel/plan-book/per-diem-rates>.*

1. NRCAC will reimburse lodging expenses (if not already covering lodging via direct bill) 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.

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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.

*If you have questions, please contact Katelyn Waltmyer,  
NRCAC Project Manager, at [katelyn@nrcac.org](mailto:katelyn@nrcac.org).*

By signing this document, I agree to abide by all regulations listed above for reimbursement by the Northeast Regional Children's Advocacy Center, and understand that if any regulations are not followed, I may not receive part or all of my reimbursement.

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Reimbursement Recipient Signature

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Print Name

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Date