

NGA Reimbursement Guidelines

REIMBURSABLE EXPENSES

- ◆ Round-trip, coach airfare under \$800.00
- ◆ Hotel room and tax (ask for government rate - \$162 maximum)
- ◆ Round-trip transportation between the Airport and Hotel
- ◆ Reasonable gratuities to shuttle driver or taxi, and maids
- ◆ Ground transportation to and from airport in home city
- ◆ Private vehicle mileage to and from airport in home city (.365 per mile)
- ◆ Parking at the airport in home city
- ◆ Food expenses up to the per diem listed on the expense report. (We will not reimburse for meals provided at the meeting.)

NON-REIMBURSABLE EXPENSES

- ◆ Travel other than coach or super-saver type fares
- ◆ Telephone, fax, and computer access charges
- ◆ Alcoholic beverages
- ◆ Flight, luggage, and related travel insurance fees
- ◆ Laundry/dry cleaning
- ◆ Transportation costs to and from non-scheduled activities (e.g. to restaurants, shopping, etc.)
- ◆ Entertainment (i.e., in room movies)
- ◆ Rental Cars

REIMBURSEMENT PROCEDURES

To be reimbursed for allowable expenses, please complete the attached reimbursement form and include the following: **original** receipts scotch taped on a 8½ x 11 sheet of white paper, the passenger coupon from airline or rail ticket, the name and address of the person(s) to be reimbursed, and a phone number. **All costs in excess of \$10.00 will be reimbursed at this limit unless an original receipt is submitted.**

Processing reimbursements normally takes between three and four weeks from receipt. ***All requests that are not received within thirty (30) days after the meeting (postmarked by 3/02/02) will not be reimbursed.***

The following guidelines will facilitate reimbursement of allowable travel expenses for the **NGA-CCSSO Workgroup meeting on IDEA Reauthorization in Washington, DC on Wednesday, January 30, 2002.**

To be reimbursed for allowable expenses, please complete this form and return it to the address below. Scotch tape all original receipts: airline/rail passenger coupon, travel agency invoice where airline/rail ticket was purchased, meal receipts, and receipts for cab or shuttle services on a 8½ x 11 white sheet of paper. For personal car usage, NGA is able to reimburse you at **36.5¢** per mile, plus tolls.

Processing reimbursements normally takes between three and four weeks from receipt. All requests not received by March 2, 2002 cannot be guaranteed for reimbursement. For questions, please call Cardella Graves @ (202) 624-7801.

EXPENSE REPORT

NAME: _____ **DATE:** _____

ORGANIZATION: _____

ADDRESS: _____

Phone:() _____ **Fax:**() _____

	Monday 2/25	Tuesday 2/26	
Description of Expenses	Maximum Meal Allowance \$42.	Maximum Meal Allowance \$25.	TOTALS
Air/Rail Carrier			\$
Lodging			\$
Mileage @ .365¢			\$
Breakfast		Provided	\$
Lunch		Provided	\$
Dinner			\$
Taxi/Metro/Shuttle			\$
Parking			\$
Other (Tips to Maids)			\$
Total Reimbursement			\$

Please print the following information below for payment processing. If two checks are required, please fill in both sections.

Make Check Payable To:	\$
Address of Payee:	
Participant's Signature:	

Make Check Payable To:	\$
Address of Payee:	
Mail Request To: Cardella Graves, National Governors' Association, 444 North Capitol Street, N.W., Suite 267, Washington, DC 20001-1572	

For NGA Use Only: Coding Information

Fund	Function	Grant	Account	Amount
Line Item Description: _____				

Check Disposition	
Mail Directly <input type="checkbox"/>	Separate Check Needed <input type="checkbox"/>
Deliver Check To: _____	

Accounting Information			
Vender #	W-9 Info: <input type="checkbox"/> On File <input type="checkbox"/> Requested	A/P Audit	
Voucher #		Accountant Review	
Apply Date		Check Issuance Sign-off	

Authorization			
Requested By:	Date:	Approved By:	Date: