

TRAVEL AND PER DIEM POLICY – THE BASICS

It is the policy of NCJFCJ that travel performed in the implementation of its business should be conducted as economically as possible and consistent with NCJFCJ policy and federal guidelines. Following are key highlights taken from the NCJFCJ Travel Policy. When traveling on behalf of NCJFCJ adherence to the NCJFCJ Travel Policy is required. To view the policy in its entirety, please visit www.ncjfcj.org.

- Expenses are limited to the period of NCJFCJ travel.
- When traveling on NCJFCJ funds, NCJFCJ-designated travel agencies must be utilized.
- Any personal travel booked in conjunction with NCJFCJ official business is at the expense of the traveler, and separate payment for any additional cost is required at the time of booking.
- Any additional costs related to upgrades or personal airline preference is at the traveler's expense. This includes booking travel other than economy for any leg of the trip.
- Travelers choosing to drive and/or rent a car or use any mode of transportation other than airline must obtain prior approval from NCJFCJ.
- Individuals traveling within a 50 mile radius of their hometown are not eligible for meal, hotel and incidental reimbursement.
- Original receipts are required for all lodging, transportation, baggage and material handling, parking expenses (valet parking is not allowable), and other applicable expenses, including ground transportation to and from airports, and to and from meetings.
- Hotel/lodging receipts must indicate a zero balance.
- When a person receives free meals or lodging, no reimbursement is allowed. Payment to a friend or relative is not allowable. Meals included in program or registration fees may not be claimed for reimbursement.
- NCJFCJ meal and incidental per diem is as follows (less provided meals):
 - Travel is less than 24 hours: per diem by meal allotment up to 75% of the per diem.
 - Travel is 24 hours or more:
 - ◆ Day of Departure: 75% of applicable per diem.
 - ◆ Intervening days: 100% of applicable per diem.
 - ◆ Day of Return: 75% of applicable per diem
- A set amount for tips is included in the daily meal per diem. Reimbursement for additional tips is not allowable.
- Individuals should be economically selective in choosing a motel or hotel while on independent travel status; the prevailing federal per diem rate is preferred. If the prevailing federal per diem rate or better is not available, appropriate justification must be submitted with the travel expense voucher to support amounts up to 150% of the prevailing federal lodging per diem for individual travel.
- Individuals are responsible for incidental expenses charged to the hotel room (i.e., room service, movies, telephone, laundry, valet, bar, etc.).
- Hotel Internet charges are not allowable.
- All travel expenses as specified in these guidelines are reimbursable for the authorized traveler only; costs related to spouses/guests, including travel or meal costs, are the responsibility of the individual.
- Expense vouchers must be submitted to NCJFCJ within 30 calendar days of travel.
- In all instances, only reasonable expenses will be reimbursed. Expenses incurred by Consultants/Faculty for materials, supplies, copies, etc. are not reimbursable.