

## Margins to Center Travel Policy

### Overview

National Board policy is to reimburse for reasonable and necessary expenses incurred in connection with approved travel on behalf of the M2C Program. The National Board strongly encourages the use of travel discounts when making arrangements.

Travelers seeking to use grant funds should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Expenses will be reimbursed only for travel to M2C Network Convenings. All other travel expenses relating to the M2C Program use Partner Site funds.

### Authorization and Responsibility

The M2C team must review expenditures and withhold approval/reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

All travel plans must be approved by the M2C team (not including travel to M2C Network Convenings). Please allow 5 business days for approval.

### Required Documentation

Collect all original receipts that you will be submitting as travel expenses. All expenses must be accompanied by an original itemized receipt when submitted for record or reimbursement.

- Itemized receipts are necessary. In the case of a restaurant bill, the credit card total slip is insufficient except to document the tip; the receipt that details the food, and tax must be used as well.
- Non-reimbursable expenses (e.g., seating upgrades, excess baggage, personal expenses, non-business internet, cleaning, health club, pay movies, mini-bar) must be itemized on receipts.
- Proof of mileage, such as a Google Maps printout, must be submitted for any reimbursement over 20 miles.

### Allowable Expenses

#### Airfare/Train fare:

- All travel must be booked in coach or economy class. The use of “red-eye” or similar types of flights is not required. The cost of round-trip fare per trip is not to exceed \$600.
- Traveler is expected to book flights/trips far enough in advance of the dates of travel to take advantage of discounts and the lowest fares available.
- Train and bus fares and automobile mileage (at the prevailing Internal Revenue Service

reimbursable rate) to and from meetings will be reimbursed only when such transportation does not exceed the cost of the lowest published round trip airfare. When ground transportation cost does exceed the cost of airfare, the maximum reimbursement will be the cost of airfare.

- If business travel is extended to include personal travel, the National Board will cover the cost of travel, food, and lodging up to the amount that would have been incurred had the trip been solely for business purposes and personal travel not been involved.

#### Car Rental:

- Vehicles obtained through rental agencies should be limited to the “mid-size” class or smaller.
- The National Board will reimburse for rental car gas but not mileage, in addition to rental car fees.

#### Lodging:

- Travelers should utilize [GSA per diem rate site](#) for primary guidance on lodging for your city or state.
- Travelers should utilize moderately priced hotels, NBPTS is asking that travelers not exceed \$250.00 per night before taxes and hotel fees unless designated higher by the GSA per diem rate site. Please contact NBPTS staff for clarity.
- Personal expenses incurred while traveling are not reimbursable (e.g. personal parking, laundry/valet dry-cleaning, health club/recreational fees, movies, mini-bars, etc.).

#### Business Expenses:

- Business expenses including faxes, photocopies, and Internet charges incurred while on travel can be reimbursed.

#### Meals while Traveling:

- Travelers should utilize [GSA per diem rate site](#) for primary guidance on meals/tipping per diem for the designated city or state.
- Travelers should utilize discretion when purchasing meals and tipping. Reimbursement for personal meals is limited to actual expenses and should not exceed \$65.00 unless designated by the GSA per diem rate site.
  - When lunch is provided, please follow the [GSA per diem rate](#) for allowable costs concerning breakfast and dinner.
- Original itemized receipts are required.
- Cost of alcoholic beverages will not be reimbursed.

#### Tipping Guidelines:

Tipping should be normal and reasonable using the following guidelines for tipping while traveling and while on National Board business:

- Hotel
  - \$1.00 per bag upon delivery to your room or back to the lobby
  - \$1.00 per box/package delivery
- Room service
  - At times tips are automatically added to the bill, so be sure to check the bill or ask the delivery person. If this is the case no additional tipping is required.
- Airport
  - Baggage check \$1.00 per bag (outside only)
  - Shuttle driver \$1.00 per transfer
  - Taxi 15-20% is standard
- Restaurant
  - 15-20%
  - Tipping is included in the per diem rate.

Insurance:

- The National Board maintains a travel accident policy for individuals traveling on its behalf. This policy covers loss of life, loss of limb, medical assistance while on travel, and certain rehabilitation expenses associated with travel accidents.
- The National Board does not maintain collision and/or liability coverage for individuals using personal vehicles for business travel – this insurance is associated with the specific vehicle and will be carried by the individual. Staff and consultants not wishing to assume the insurance risk of using their own vehicles should use rental vehicles for travel.

**Travel Expenses Not Reimbursable**

The following items that may be associated with business travel will not be approved/reimbursed by the National Board:

- Airline club memberships;
- Airline upgrades;
- Business class for domestic flights/first class for all flights;
- Child-care, babysitting, house-sitting, pet-sitting/kennel charges;
- Commuting between home and campus;
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion;
- Evening or formal wear expenses;
- Haircuts, personal grooming, laundry, and dry cleaning;
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment;
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs;
- Travel accident insurance premiums and/or purchase of additional travel insurance;
- Alcoholic beverages cannot be reimbursed from federal grants;
- Other expenses not directly related to the business travel.