

NASDN Expense Reimbursement Policy  
Approved Oct. 2, 2009

Reimbursement for Expendable Items

Individuals working on behalf of NASDN will be reimbursed for small expendable items purchased for use by NASDN. These purchases include items like postage, office supplies and batteries. Purchases in excess of \$100 US will require approval of the Officers and Board of Directors. Request for reimbursement must include original dated receipts and a brief explanation of the item's use. Requests for reimbursement must be submitted to the NASDN Treasurer within one year of the purchase.

Travel Reimbursement for Seminar Personnel

Essential Seminar Personnel will include Instructors who are requested by the Instructor Committee and either the NASDN Secretary or Treasurer. NASDN will reimburse Essential Seminar Personnel actual travel expenses or the following, whichever is less.

Mileage based on the current U.S. IRS mileage rate for service to charitable organizations (currently 14 cents per mile) Mileage will be calculated based on the most direct route from the person's home location as listed by AAA, Google, Mapquest, Rand McNally or other common trip planning services.

Personnel who must drive more than 500 miles each way to a seminar location will be given one \$75 per diem for their trip to the Seminar and one \$75 per diem for their return trip. Personnel who must travel in excess of 1000 miles each way may be eligible for reimbursement of airfare not to exceed the lowest published fare six weeks prior to travel. Air travel expenses must be approved by the Seminar Committee. Personnel requesting travel expense reimbursement must provide receipts or other documentation of expenses to NASDN.

Essential Seminar Personnel will receive whatever accommodations are standard at the event. NASDN may upgrade these accommodations for the convenience of NASDN and the personnel. Any significant cost associated with these upgrades must be approved in advance by the NASDN Officers and Board. Essential Seminar Personnel shall include Instructors and NASDN's President, Secretary and Treasurer. In the event these Officers are not able to attend, the Officers and Board of Directors may designate replacement essential personnel to fill their duties.

Personnel who turn down reimbursement will, on request, be given a receipt showing a donation to NASDN in the amount they would have been reimbursed.

Travel Reimbursement for Officers and the Board of Directors.

NASDN will reimburse Officers and Directors traveling to attend NASDN Board Meetings actual travel expenses or the following, whichever is less.

Mileage based on the current U.S. IRS mileage rate for service to charitable organizations (currently 14 cents per mile) Mileage will be calculated based on

the most direct route from the person's home location as listed by AAA, Google, Mapquest, Rand McNally or other common routing services.

If the meeting is held in conjunction with a seminar or other event, Officers and Board Members will be expected to register for that event.