

# NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS

## Travel and Expense Report

PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name and date of meeting attended: \_\_\_\_\_

**Authorizations**

Affiliate President \_\_\_\_\_

NCSA Exec Dir \_\_\_\_\_

NCSA Chair \_\_\_\_\_

PLEASE READ EXPENSE  
POLICY ON REVERSE SIDE

Travel Dates									Total Each Line
Breakfast									
Lunch									
Dinner									
Hotel Room									
Airfare									
Taxi									
Baggage									
Parking/Tolls									
Miscellaneous (please explain)									

Additional Explanation:

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Total Expenses

Total mileage Expenses

Total Due

Mileage:  
From \_\_\_\_\_ To \_\_\_\_\_ To \_\_\_\_\_

Total miles \_\_\_\_\_ x 56.5 cents = \_\_\_\_\_

**X** \_\_\_\_\_

Signature required

I certify the above expenses were incurred by me in accordance with NCSA policy.

# NCSA Expense Reimbursement Policy

Submit form to: NCSA  
455 S. 11<sup>th</sup> Street, Ste. A  
Lincoln, NE 68508

(As amended April 2013)

Should local boards of education not pay expenses for travel, lodging or meals; the NCSA Chair will authorize reimbursement under the following guidelines. It is preference of NCSA to reimburse individuals and not employers.

1. **Mileage:** NCSA will reimburse travelers at the current IRS rate per mile. Reimbursement will be made for airfare for more than 200 miles one way. Mileage should not be claimed by an individual if the individual is using a school district/ESU owned vehicle.
2. **Hotel:** One night's accommodation will be reimbursed only if the person traveling lives 165 miles or more from the meeting location. Reimbursement is contingent upon submission of a hotel/motel receipt with the expense report.
3. **Meals:** Meals will be reimbursed, including tip, up to \$50.00 per diem. Reimbursement for meals is contingent upon submission of an itemized receipt with the expense report.
4. **Shuttle/Taxi:** Usual charges (such as round trip from home to airport and round trip from airport to meeting location, but not for taxi charges for non-official meeting related activities) for these services will be reimbursed only when a receipt is submitted with the expense report.
5. **Airport parking:** Airport parking cost is reimbursable if a receipt is submitted with the expense report.
6. **Airfare:** Members are expected to purchase airfare tickets as early as possible to assure lowest rates. Tickets should be reserved at least thirty days prior to the flight to achieve low rates, but sixty days or more may be necessary to receive the cheapest rates. Attach final ticket copy to expense report.
7. **Alcohol:** NCSA does not reimburse members for alcohol.
8. **Attendance at meeting:** All reimbursement is contingent upon the person attending at least fifty percent or more of the meeting.
9. Expenses to attend an affiliate organization business meeting, an NCSA Executive Board meeting, committee meeting, or conference will not be paid if the meeting is held in conjunction with a convention, conference, or workshop a member is attending. If, however, a member attends for the sole purpose of attending the business meeting only, the expenses will be reimbursed.
10. Receipts must accompany the expense report.
11. Extenuating or unusual circumstances may be referred to the Executive Board for special consideration.
12. Affiliate president must approve only those affiliate members' expenses related to out-of-state travel.
13. Expense reports must be signed by the person claiming the reimbursement. By signing the expense report you are confirming the expenses have been incurred and are in accordance to NCSA policy.