

NSHMBA's TRAVEL DIRECTIVE

Air Travel

Once the meeting dates and place are determine all business travel must be scheduled by the traveler to ensure the most practical and efficient use of time and to minimize travel expenses. Air travel is permissible only on commercial airlines.

General Policy

NSHMBA Officers and national staff are to take advantage of special discounted or promotional airfares whenever feasible, given the scheduling requirements of the trip. Substantial discounts can be realized when reservations are made at a minimum advance purchase of 14 - 21 days. Only in unusual circumstances, and only when approved by the Chapter Development Manager, will the traveling party be allowed to confirm airline reservations less than 14 days in advance. **IF THE BUSINESS TRAVEL HAS BEEN DETERMINED WITH SUFFICIENT TIME TO TAKE ADVANTAGE OF SPECIALS AND DISCOUNT RATES AND THE TRAVELER DECIDES TO PURCHASE THE TICKET WITH LESS THAN TWO WEEKS PRIOR TO THE TRAVEL DATE, THE TRAVELER WILL BE RESPONSIBLE FOR THE DIFFERENCE IN PRICE OF THE TICKET. (Maximum amount per ticket is \$450.00)** NSHMBA Officer or national Staff shall select the most economical flight. NSHMBA Officers and national staff may select a specific airline only when two or more airlines offer the same low fare. Non-refundable tickets or other penalty tickets are permitted.

Class of Service

All NSHMBA Officers and national staff shall travel in the coach section. Upgrades to first class will be at the traveler's expenses.

Billing or Reimbursement

Airline ticket purchases along with other business related expenses will be reimbursed through the existing reimbursement process.

Hotel Accommodations

If NSHMBA has not provided a hotel reservation, then hotel reservations are to be coordinated through the travel agency.

Payments for Hotel Rooms

All hotel room charges are to be paid by NSHMBA Officers or national staff and submitted on their expense report unless it is specified by the Chapter Development Manager that NSHMBA will pay for the room.

Rental Cars – (Used must to be authorize by NSHMBA’s Chapter Development Manager)

Rental cars may be used for expediency when cost is not excessive in relation to other modes of transportation. Whenever possible, rental cars should be returned to the renting city in order to avoid drop-off charges and higher rates. Please remember to return rental cars with a full tank of gas. Refueling charges added to the rental bill are much higher than the cost of gasoline at a gas station.

If one or two NSHMBA Officers or national staff is traveling to the same location, the vehicle rented should be a medium car model. If more than two NSHMBA Officers or national staff are traveling to the same location only one vehicle will be rented. Whenever possible, the most economical vehicle for practical purposes will be rented.

Insurance ()

All full time employees, members of the Board of Directors and President’s and *Chapter Leaders of the society of the policy holder.

*Chapter Leaders are defined as President, EVP, Secretary, Treasurer, Marketing Officer, Education Officer, (3) Chapter Program Officers and Emeritus.

The cost of insurance in connection with the use of rental car is not reimbursable.

*Chapter Leaders are covered for by Travel Accident Insurance according to the terms and policy.

Worker’s Compensation insurance protection is provided only to national staff as employees of NSHMBA traveling on NSHMBA business. The collision damage deductible will be paid by NSHMBA in the event of an accident.

Rental car agencies carry insurance on their vehicles to cover damages over and above the collision damage deductible. As a general rule, however, the insurance may be invalidated for the following reasons:

- ❑ Driving under the influence of alcohol or narcotics.
- ❑ Speeding
- ❑ Anyone driving the vehicle other than the listed driver.
- ❑ Towing another vehicle.
- ❑ Any other stipulations listed on the reverse side of the rental agreement.

All cars rented for NSHMBA business shall name the renting individual as driver. Additionally, any other persons who may be potential drivers of the vehicle shall be listed on the rental contract.

Rental cars should be inspected before accepting them and then again upon your return to the rental lot. Any damages noted after each inspection are to be reported to the rental agency and noted in the rental agreement. This will eliminate any incorrect damage charges to NSHMBA.

Accidents

All accidents involving an NSHMBA Board Officer or a national office staff renting a vehicle for use on NSHMBA business shall be reported to the car rental agency immediately and they will notify the driver of the proper procedures. After notifying the agency; please notify the Chapter Development Manager. A written report must also be forwarded to the Chapter Development Manager within 24 hours and a copy of the police report should be forwarded as soon as it is available. If any injuries are sustained by the traveler in the accident, the Chapter Development Manager should be notified as soon as possible.

Private and/or Personal Automobiles

Mileage Reimbursement

Employees using private automobiles for necessary business travel will be reimbursed at the rate of .445 cents per mile. (*Revised 1/2006* <http://www.irs.gov/newsroom/article/0..id=151226.00.html>) (plus any tolls and parking expenses).

NSHMBA Meals

Business Meals

NSHMBA Officers or national office staff should show the number of meals purchased and the total cost of the meals by day on the expense report. These meals are not to exceed \$50.00 for a full day. Receipts for all meals to be reimbursed are required.

NSHMBA Officers or national office staff who is out of town & purchase meals for other while on official NSHMBA business will be reimbursed in accordance with the allowance on meals per day. **Under NO CIRCUMSTANCES** will any national office staff or officer be reimbursed for the purchase of alcoholic beverages of any kind.

Miscellaneous

Tips

NSHMBA Officers or national office staff conducting NSHMBA business may charge gratuities of a reasonable amount up to a maximum of 15% of total charges.

Laundry

Laundry cleaning and pressing, if required, may be charged as a business expense if the trip is five (5) days or more in length.

Telephone calls

All necessary business calls are reimbursable.