

## **NISO EXPENSE REIMBURSEMENT POLICY**

*NISO Board of Directors Approval (5/14/08)*

*This policy pertains to the reimbursement of expenses incurred by all NISO volunteers and staff conducting business for the association.*

*NISO acts in a fiduciary manner when receiving funds from its members and constituents. NISO expects its volunteers and staff to exercise discretion with Organization funds as they would with their own personal finances.*

*Institutions that employ NISO volunteers are expected to support their participation in NISO's standards development activities, including education events. If the employer of a NISO volunteer will not support travel expenses or other expenses incurred by a volunteer to conduct NISO business, NISO may, at the discretion of the Managing Director, reimburse that volunteer for the actual expenses incurred.*

*NISO believes that its employees and volunteers are entitled to safety, reasonable comfort and convenience when traveling on NISO business. NISO will reimburse only actual out-of-pocket expenses, not equivalent costs.*

*When possible, NISO groups will meet in conjunction with other events or conferences. NISO will reimburse for only those days that are devoted to NISO business.*

### **ELIGIBLE EXPENSES**

NISO will reimburse the following expenses:

- Air travel at coach class
- Train travel at coach class
- Use of personal automobile at the current federal IRS reimbursement rate
- Car rental (and fuel) or taxi service (not private car or limousine service)
- Local parking
- Local mass transit
- Tolls
- Lodging: single room at event hotel and at negotiated rate when applicable.
- Meals during travel
- Internet connectivity (for NISO staff only)
- Tips and other gratuities

## **GENERAL LIMITS ON EXPENSES**

The Managing Director will set specific dollar limits on reimbursement levels for NISO events based on the location and length of the event. This will include an overall expense reimbursement limit, as well as a per diem for non-travel and hotel expenses. Expenses in excess of these limits will be borne by the traveler, unless prior consent has been given.

## **REQUESTING AN EXPENSE REIMBURSEMENT**

Requests for reimbursement must be submitted within four (4) weeks after the expense is incurred or the travel is concluded.

Requests for reimbursement should be submitted on a NISO Expense Form. Complete the form and submit it directly to the NISO office for payment.

NISO reserves the right to deny any expenses deemed excessive or inappropriate.

## **DOCUMENTATION OF EXPENSES**

Receipts and documentation must be submitted for the following:

Air or train travel: Ticket stubs, internet payment statements, or other original receipts

Accommodations: Detailed hotel receipts/bills with \$0.00 balance.

Parking: Receipts for parking when possible

Meals: Receipts for meals

Personal Automobile: Map detailing route and mileage, (as provided by Mapquest, Google Maps, etc.)

**NOTE:** Receipts are required for all expenses in excess of \$15.00