



NASF TRAVEL REIMBURSEMENT GUIDELINES

The National Association of State Foresters (NASF) is in a position to sponsor limited travel to various meetings, conferences and seminars and to manage federal grants that also include travel. All travel must either be connected with forestry-related activities of NASF, be included in contractual agreements with NASF or under the federal travel grant of the U.S. Forest Service. The following guidelines apply to all members of NASF (or their designated representative), employees of NASF, CIMC and NWCG authorized travelers, and persons entered into contracts with NASF.

Upon completion of travel the travel voucher must be submitted to the Director of Finance, Grants & Administration for reimbursement by check. The voucher should be submitted within ten (10) days of completing travel. All receipts submitted must be in the name of a person who is eligible for NASF travel reimbursement.

The following guidelines will apply to all persons who travel and are eligible for NASF reimbursement:

ADVANCES: Advance travel funds may be obtained by submitting a request with an estimate of travel expenses. A telephone request may be made but a written request must be received in order for a check to be issued. If the actual travel expenditures are in excess of the advance a reimbursement voucher should be submitted. Receipts and tickets must be submitted within 10 days after travel is completed to be filed with advance requests.

AIRLINES: Airline ticket must accompany the expense voucher. NASF strongly encourages the purchase of the most economical ticket and if there is a considerable savings for travel over a Saturday night NASF will pay for lodging and meals at the meeting site for the extra day. Advance purchases are encouraged to utilize lower airfares.

CAR RENTAL: Unless prior approval has been given car rental is not allowed except for a bonafide emergency. Emergency situations should be noted on reimbursement voucher.

LODGING: Actual cost of lodging will be reimbursed with receipts. NASF strongly encourages the use of government rates for lodging.

MEALS: Actual cost of meals, not to exceed \$60.00 per day, will be reimbursed while in travel status. Receipts are not necessary (do not include meals included in airfare).

PRIVATELY OWNED AUTO: Use of a personal auto for direct round-trip travel may be reimbursed at the rate of .50 cents per mile reimbursement is limited to actual needs to accomplish NASF business and reasonable needs for personal subsistence, i.e. travel to restaurants. Include exact mileage on voucher. Mileage reimbursement with in route lodging cannot exceed the rate for economical airfare.

REGISTRATION FEES: All fees for approved meetings will be reimbursed with a receipt or copy of registration form.

TAXI and GROUND TRANSPORTATION: The cost of taxi and ground transportation will be reimbursed. Individual trip costs above \$15.00 must be accompanied by a receipt. Taxi and ground transportation reimbursement is limited to actual needs to accomplish NASF business and reasonable needs for personal subsistence, i.e. travel to restaurants.

All other expenses such as parking charges, unplanned office supplies and copying will be reimbursed with a receipt and statement explaining expense. **Upon completion of all travel Reimbursement Vouchers are to be sent to:**

Accounting Office
National Association of State Foresters
444 North Capitol Street, NW Suite 540
Washington, DC 20001