



NASF TRAVEL POLICY

Revised and effective July 1, 2022

The National Association of State Foresters (NASF) is able to sponsor limited travel to various meetings, conferences, and seminars that support the mission and internal programs of the Association. All travel must relate to activities of NASF or be included in the budgets of contractual agreements with NASF or a federal award. 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 Fiscal Specialist and copy (CC) the Director of Finance and Administration and Grants Coordinator for reimbursement by check. It is preferred that vouchers are submitted via email or through Bill.com, however vouchers submitted via snail mail are accepted with prior coordination with NASF. The voucher should be submitted within ten (10) days of completing travel and include all receipts or other documents needed to support requested expenses. Incomplete vouchers or lack of receipts will require resubmission and a may result in a delay in payment. All receipts submitted must be in the name of a person who is eligible for NASF travel reimbursement.

By completing and signing the Travel Voucher you are attesting to following all requirements listed herein. Failure to do so will result in disciplinary actions including but not limited to disallowance of costs by NASF. The following guidelines will apply to all persons who travel and are eligible for NASF reimbursement:

GENERAL: All travel expenses under a federal award will follow the Uniform Guidance 2 CFR 200 Subpart E Cost Principles Section, specifically §200.423 Alcoholic beverages and §200.475 Travel costs, linked here for reference: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>. All costs should be reasonable, allowable, and allocable and be supported with receipts, itineraries, or other forms of documentation as described below.

Staff not under a federal award are encouraged to follow federal guidelines of reasonableness as a best practice when scheduling travel. While not required to follow GSA rates, reimbursements for mileage will follow the IRS rate and receipts are required as noted below.

Ensure the correct version of the Travel Voucher is being utilized. Certain travel categories require annual updates based on federal guidance which will change the internal calculations of the Voucher.

ADVANCES: Advance travel funds may be obtained by submitting the travel voucher with an estimate of travel expenses and an explanation for the need of an advance over reimbursement. Receipts and tickets must be submitted within 10 days after travel is completed to be filed with advance requests. If the actual travel expenditures are in excess of the advance a travel voucher should be submitted for reimbursement. If actual travel expenditures are less than the advance, please contact Fiscal Specialist for repayment options.

FLIGHTS: Airline tickets and itineraries must accompany the travel voucher. Flights should be the most economical with roundtrip, coach class tickets prioritized. Advance purchases are encouraged to utilize lower airfares.

NASF will only allow airfare costs in excess of the least expensive unrestricted accommodations class offered by commercial airlines if the flight:

- (a) Avoids circuitous routing;
- (b) Avoids travel during unreasonable hours;
- (c) Avoids excessively prolonged travel;
- (d) Prevents additional costs that would offset the transportation savings; or
- (e) Accommodates the traveler's medical needs, documented on a case-by-case basis

The above applicable scenario must be documented by the traveler and approved by NASF in order for the use of first-class or business-class airfare (including the cost of upgrades) to be allowable.

RENTAL CAR: Rental cars are allowable when public transportation or use of a personal vehicle is not available or practical. Travelers should rent the least expensive vehicle deemed the most safe and practical to their planned use and travel needs. Supplemental Liability and Collision Damage insurance **MUST** be purchased through the rental agency. Voucher should include both receipt and itinerary. Additional payment for gasoline and toll charges is allowable, but receipts for all charges should also be attached to Voucher.

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LODGING: Actual cost of lodging will be paid with receipts. NASF strongly encourages the use of government rates for lodging. These can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

MEALS: Actual cost of meals will be paid with receipts only required if cost exceeds \$60 per day. This does not include meals accompanying airfare or those provided during conferences or included in registration fees. NASF does not use per diem rates but travelers may refer to <https://www.gsa.gov/travel/plan-book/per-diem-rates> to determine reasonableness of costs based on state and county at the time of travel.

MILEAGE: Use of a personal vehicle for direct round-trip travel is allowable limited to actual needs to accomplish NASF business and reasonable needs for personal subsistence, i.e. travel to restaurants. Mileage rates are determined annually by the IRS. Please reference current rate below. The Travel Voucher will be updated annually according to these rates. Gasoline charges are included in the IRS mileage rate and are not eligible for additional payment. Include exact mileage on Voucher along with screenshots from GoogleMaps or odometer readings to verify distance travelled. Mileage with in-route lodging cannot exceed the rate for economical airfare.

Period	Rate / Mile
2022 (July 1 – Dec 31)	\$0.625
2023	\$0.655

REGISTRATION FEES: All fees for approved meetings will be paid with a receipt or copy of registration form. Costs that are included in a registration fee or conference fee should be entered as a single cost and **not** separated out into cost categories. An itinerary or explanation of included costs should be included with receipts.

TAXI and GROUND TRANSPORTATION: The cost of taxi and ground transportation (including Uber/Lyft or other rideshare services, buses, trains, or subways) is allowable. Individual trip costs above \$15.00 must be supported with a receipt. Payments are limited to actual needs to accomplish NASF business and reasonable needs for personal subsistence, i.e. travel to restaurants or to and from airports.

PARKING: Parking in relation to travel is allowable and supported with receipts. This commonly includes overnight parking at an airport or hotel or street parking.

INCIDENTALS: All other unplanned expenses in direct relation to travel will be reimbursed with a receipt and statement explaining the expenses.

Travel Vouchers are to be sent to the NASF Fiscal Specialist [oreynolds@stateforesters.org] and copy (CC) the Director of Finance and Administration [rchapman@stateforesters.org] and Grants Coordinator [zfirgau@stateforesters.org].

If submitting via mail, please contact the Fiscal Specialist and remit all required documents to:

Attn: Accounting Office
National Association of State Foresters
444 North Capitol Street, NW Suite 387
Washington, DC 20001