NCSC TRAVEL EXPENSE GUIDELINES

Event and Travel Support Deadline –
Well before the "Early bird" registration deadline, a date will be established (for each event) for Board members to declare if they are planning to attend the event and if they request travel assistance from the College.
If a Board member elects registration and travel assistance from the College, registration details, along with departure date, return date, and hotel bookings will be required along with other relevant information.
Board members may elect to take care of registrations and lodging accommodations on their own and seek reimbursement of all eligible expenses upon return from the event.
Board members are responsible to do their own bookings past the established assistance date.

Event Registration – Receipt that shows method of payment (if claiming reimbursement).
-Brochure materials must be provided for conferences/workshops/seminars; e.g., ACCT, OACC.
-Reimbursements prior to the event will only be processed for expenses that have actually been incurred (such as event registration and/or flights). Items such as hotel registrations will not be paid in advance as the expense has not actually been incurred until the stay is over.
- The college will address challenges with hotel third party billing by filling the proper forms from the hotel if allowable and available, make the credit card payment, or make payment of the anticipated hotel expense directly to the hotel prior to the Trustee's stay. No advance checks will be made to board members to cover third party issues.

Airfare – Upgrades to refundable airfare will be covered by the College. If travel is canceled for any reason, non-refundable tickets purchased independently by the employee will NOT be eligible for reimbursement.
- Traveler must present Receipt that shows method of payment (if claiming reimbursement)
- Copies of Boarding Passes are required regardless who paid for the tickets
- Although the traveler is able to take advantage of frequent flier miles accrued, the College will not reimburse for tickets purchased with frequent flier miles.
- Luggage Check Receipt(s) showing method of payment (if excess luggage fee is applicable)

Hotel Portfolio – Detailed Portfolio showing room charges per day regardless who paid for the room (and method of payment if claiming reimbursement)

Ground Transportation
- from airport to hotel and back to airport) – Receipt that shows name of service, date of service and total charge (method of payment desired)
- Mileage if travel was done by car, or from home to airport and back – a google receipt showing the mileage between the locations

Meals/Food Items – The College does not offer per diem for meal expenses without receipts. A receipt that shows method of payment AND Detailed receipt showing all items that are included on this receipt (both required for repayment). No alcohol is allowed for reimbursement. There is no meal allowance for one-day travel that is less than 100 miles one-way from NCSC. Limits for a full day, including tips, are:

	In State*	Out of State*
Breakfast:	$ 15.00	$ 20.00
Lunch:	$ 25.00	$ 30.00
Dinner:	$ 40.00	$ 50.00

Miscellaneous - Tips for services (Meals, Hotel Housekeeping); Airport Parking; Books, Electronic Media

Reimbursement Timeframe – Travel Expense Reimbursement documents must be submitted within thirty (30) business days of return. The college (not board members) will fill out the expense form.

For further information or guidance, please refer to 17-261 Travel Expense Reimbursement Procedure dated 3/1/2026