

NFCB BOARD TRAVEL EXPENSE REIMBURSEMENT POLICY (April 2020)

It is the policy of the National Federation of Community Broadcasters (NFCB) to provide reimbursement for volunteer board members for travel-related expenses, including transportation, hotels, and meals. These expenses must be reasonable and necessary, as well as related to service that is provided by the board member to, or on behalf of, the organization.

Purpose

The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred. It is the policy of the NFCB to reimburse only reasonable and necessary expenses actually incurred.

When incurring business expenses, the NFCB expects board members and officers to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend the NFCB's money as carefully and judiciously as the individual would spend their own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Reimbursement Procedures

NFCB will only reimburse for travel-related expenses when the board member provides documentation of the expense with receipts from purchases or other verifiable documentation.

Board members seeking reimbursement must complete the "NFCB Reimbursement Request Form" (provided as a separate attachment). The form must be fully and accurately completed, and submitted to the Chief Operating Officer within two weeks of the completion of travel. All receipts should be scanned or attached and submitted with the form.

NFCB will reimburse all travel-related actual costs, such as hotel accommodations, transportation to and from the destination (including airline, train or bus tickets, taxicab or rideshare fares), meals and gratuities, and mileage for local travel on behalf of the organization (to be based on the current IRS standard mileage rate). Board members should travel at the lowest available airfare to accommodate the purpose of the business trip. Where appropriate, NFCB will use a travel agent to arrange air travel for board members.

Reimbursement of meals when there is no overnight travel should be paid by the organization only when the meal has a defined business purpose.

Expenses that are not reimbursable include, but are not limited to:

- Travel insurance
- First class tickets or upgrades
- When lodging accommodations have been arranged by NFCB and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the NFCB, or the actual amount of the cost of alternative accommodations, whichever amount is the lesser.
- Limousine travel
- Movies, or other entertainment
- Liquor and bar costs
- Spa or exercise charges
- Clothing Purchases
- Toiletry articles
- Expenses incurred for spouses, friends or relatives