

Michigan Chapter of the National Emergency Number Association

SUBJECT: TRAVEL POLICY

Revised: January 2024

I. Purpose

It shall be the policy of the National Emergency Number Association (NENA) to provide for lodging, meals, travel expenses, and mileage for authorized to travel on behalf of NENA business or attending authorized training/seminars provided prior authorization by the Executive Board of NENA is granted.

II. Procedures

A. No NENA Member shall be reimbursed for travel from his/her home to his/her place of regular employment.

B. All travel must have prior approval by the Executive Board.

C. Actual travel expenses which will be reimbursed, with proper supporting documentation and receipts include:

1. **Meals (per diem)**

Per diem allowances are reimbursable for travel away from the traveler's home or primary worksite. Michigan NENA per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

You are eligible for reimbursement:

Breakfast:	When travel commences prior to 7:00 a.m. and extends beyond 8:30 a.m.
Lunch:	When travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.
Dinner:	When travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.

If a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.

If an employee is eligible for reimbursement for more than one meal in a day, the amount expended for particular meals in the day is left to the

employee's discretion. Reimbursement is limited to the combined total of the applicable published meals.

Per diem allowances are reimbursed after the trip is completed. Itemized receipts are required for per diem allowances. A 15% gratuity is included in the per diem and will not be paid separately.

https://www.gsa.gov/travel/plan-book/per-diem-rates?gclid=Cj0KCQiAnfmsBhDfARIsAM7MKi0RoMMXhGlsDBMImrFnd3vysCw56IAqYU0EsQnyUr83N0tak3TRPSoaAmw8EALw_wcB

2. Alcohol.
Alcohol is not allowed on any expense receipts.

D. A NENA Expense Report" form must be completed in order to receive reimbursement for expenses and forwarded to the Executive Board. If travel expenses are incurred as a result of training, a copy of the training request must be attached to the form. Additionally, all receipts or copies of receipts must be attached to the form also. The following information must be included on the form.

1. Date and time of departure from NENA business.
2. Date and time of return from NENA business.
3. Purpose of travel
4. Record of all meals, lodging and other expenses.
5. Amount to be reimbursed.

E. Expenses of spouses, friends and/or dependents who travel with NENA members will not be reimbursed by NENA.