

PACIFIC NORTHWEST DIVISION
NSP
REIMBURSEMENT POLICY

This information is to be used when filling out a PNWD Expense Request Voucher for reimbursement of incurred expenses.

1. Receipts **MUST** accompany all expenses including meals, lodging, travel and miscellaneous expenses.
2. Reimbursements are not paid by PNWD for travel when the event is held at the individuals home ski area. Exceptions to this are possible if there is some extenuating circumstance and prior approval has been received from the Division Director
3. PNWD will reimburse at the least expensive airfare available, and in the case of car rentals reimbursement will be based on the lowest prices intermediate-size car.
4. PNWD will pay for expenses for direct route round trip travel.
If you are sharing travel expenses submit the name/s of person/s with whom you are sharing expenses.
5. If you drive to an event PNWD will pay:
 - a. Car: twenty-five (.25) cents a mile
 - b. RV: thirty-five (.35) cents a mile if staying in an RV Park with rates less than hotel/motel.
 - c. NSP sponsored automobile: receipt gasoline expenses
6. PNWD will pay up to \$30.00 a day for meals. Alcoholic beverages are not reimbursable expense. Please remember that a receipt must accompany all expenses in order to obtain reimbursement. Exception: When attending a PNWD Convention meals will be reimbursed in full, with receipts.
7. When attending a PNWD sponsored meeting, the lodging expense is based on one-half the double room rate. Often this is not possible and exceptions can be allowed. When submitting for reimbursement include the name/s of person/s sharing the expense. Convention room rates will be paid at the Convention rate when staying at the hotel reserved by the Convention Committee.
8. Advances for expenses will not exceed one-half the expected total expense. An advance can be obtained by sending a copy of the receipt for airfare or transportation before the event. Advances are discouraged because of the complexity and high margin of error involved in the bookkeeping process.

9. Expense Vouchers should be submitted within thirty (30) days after the event.
10. Please send expenses vouchers to the Controller for review and payment. If you are using another Advisors Budget, get advance permission from that advisor and send expense voucher to him/her for signature before sending on to the Controller.
11. Checks must be cashed within ninety day of receipt.