NASDCTEc Board of Directors' Meeting
REIMBURSEMENT POLICY
Approved on December 8, 1999

Member involvement is a priority for NASDCTEc, and thus the association encourages its members to serve as the association's representatives on taskforces, at meetings, etc. When NASDCTEc members are traveling to activities, meetings, events, etc. as a representative of the association, NASDCTEc is able to reimburse for expenses incurred only when the state is unable to.

In order for a member of NASDCTEc to represent the association at an activity, meeting, event, etc., the Executive Director or President must approve the member's representation and travel.

- NASDCTEc members must use the most cost effective and reasonable transportation.

- No alcoholic beverages, movies, or others forms of entertainment will be reimbursed, (e.g. side trips, etc.).

- All airfare and hotel reservations must be made through NASDCTEc. NASDCTEc will work with the member to assure that travel arrangements meet his/her schedule and personal needs, while assuring the lowest fares and hotel rates. Only if the member is able to obtain airfare or hotel rates lower than those obtained by NASDCTEc is the member able to make his/her own reservations.

- NASDCTEc will only reimburse meals not provided by the airline or the function the member is attending. Meal reimbursements will be capped at $35 per day. A per diem does not apply. Only meals consumed will be reimbursed.

- NASDCTEc members must complete a reimbursement form to be supplied by NASDCTEc. The form must be completed, signed and dated and returned with receipts for lodging, transportation (including airfare, taxies, shuttles, parking, etc.), meals and registration expenses.