



## Expense Reimbursement Form

Date:  
 Contact:  
 Phone:  
 E-mail:

Check payable to:

Address to send check:

Purpose:

Date	Description of Expense	Amount	Receipt? y/n
<b>TOTAL:</b>			

**Signature:** \_\_\_\_\_

Allowable expenses will be reimbursed by NAEed assuming all original receipts are enclosed and that there are no questions about the reimbursement. Please use the attached guidelines as a resource when submitting your reimbursements, or contact your program officer with questions. **Appropriate receipts are required for audit purposes.**

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 Washington, DC 20001  
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# Expense Reimbursement Guidelines

Please use the following guidelines when arranging travel and completing expense reimbursements for National Academy of Education (NAEd) related business and activities. All travelers should have prior authorization that NAEd will reimburse travel expenses before arrangements are made.

***Allowable expenses directly associated with NAEd related travel are as follows:***

Transportation:

1. NAEd will cover reasonable expenses for one of the following modes of transportation: airfare, train fare, rental car and gas, or \$0.545 per mile for use of your own vehicle. Airfare (or other transportation) should not exceed the basic and least expense option available (e.g. economy class) within reasonable travel parameters. (Examples of reasonable parameters include travel that: (a) does not cause circuitous routing, (b) does not create a medical hardship, (c) does not create excessive or unreasonable travel times, and (d) does not create additional expenses such as an additional night accommodation.)

**\*Please contact NAEd for prior approval if you anticipate that your travel costs will exceed \$500.\***

2. The NAEd will cover reasonable expenses for the following forms of ground transportation: (a) shuttle or taxi fares between home and airport and between airport and hotel, and (b) parking fees at the airport or meeting site as well as tolls if driving to the airport or meeting site. Please contact your NAEd program officer if anticipated ground transportation and related expenses exceeds \$90 for prior approval.

3. Travelers have the option of using the following travel service supported by the NAEd:  
John Ferrera, World Wide Travel Associates  
Phone: 1.855.WWTA-INC; ext. 1011  
E-mail: john@wwtainc.com.

Lodging:

Lodging for most NAEd organized activities will be provided by NAEd. Your NAEd program officer will be in touch regarding lodging arrangements.

Meals and incidental expenses:

The NAEd will reimburse travelers for the actual cost of meals and incidental expenses not to exceed \$69 per day or \$51.75 for first and last day of travel. If NAEd provides a meal(s) as part of an organized activity, participants cannot request reimbursement for the same meal. (For example, if the NAEd provides dinner and a participant chooses to dine on their own, they cannot request reimbursement for that meal.)

Receipts are required for all reimbursable meals and incidentals. **The NAEd will reimburse the actual cost of each expense, up to the following allotted amounts:**

Breakfast	Lunch	Dinner	Incidentals	Total
\$16	\$17	\$31	\$5	\$69 (or \$51.75 for first and last day of travel)

Expense reports must be submitted by December 31, 2018 to guarantee reimbursement. Be sure to keep a photocopy for your records.