NACCHO
National Association of County & City Health Officials
The National Connection for Local Public Health

Effective as of January 1, 2026

NACCHO TRAVEL POLICY – CALENDAR YEAR 2026
Updated January 1, 2026

As a national public health organization, NACCHO has need for people from all over the country to travel for NACCHO business. The following policy is used to assist in obtaining reimbursement from NACCHO for travel expenses.

Questions should be directed to the contact for the project for which the travel occurred. The phone number for NACCHO is 202-783-5550.

NACCHO travel expenses reimbursement follows the allowable, allocable and reasonable under circumstances cost. The cost must meet criteria to be allowable under federal awards if it is necessary and reasonable for the performance of the federal award and be allocable thereto under these principles. Please see 2 CFR 200 § 200.403 Factors affecting allowability of costs, 2 CFR 200 § 200.404 Reasonable costs, 2 CFR 200 § 200.405 Allocable costs.

REIMBURSEMENT POLICY

<u>Transportation</u>

1. Air travel must be completed using the least expensive fare available. NACCHO is equipped to handle flight arrangements through American Express Global Business Travel (AMEX GBT). AMEX GBT provides traveler assistance twenty-four (24) hours a day, seven (7) days a week. If you experience any issues or need support, please get in touch using the AMEX GBT mobile app or call the number on your itinerary. Once your travel has been approved by NACCHO, you will be given step by step instructions to book your travel through one of the following methods:
   a. the AMEX GBT online booking tool, Neo (NACCHO staff, travelers booked by NACCHO staff attending meetings less than 10 attendees):
   b. the AMEX GBT mobile app (NACCHO staff only); and
   c. telephonic or email contact with an AMEX GBT group travel agent (all other travelers). You will be given approval by NACCHO to charge tickets to the NACCHO account. You must obtain pre-approval by NACCHO to purchase your ticket directly from another agency or from the airlines.

2. Travel by railway can also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route.

3. Travel by automobile can also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route. The cost by automobile includes mileage reimbursed at the current government rate per mile, garage parking at hotel / motel and tolls. The cost by the most direct (no more than one stop or flight change) economy air route includes any fees charged by airlines and the cost of ground transportation to and from the airport. Travelers should provide the actual mileage driven on the expense form and document departure and arrival locations.

4. Other ground transportation expenses, such as parking, taxi, bus, shuttles, etc. whether incurred at point of departure or upon return, will be reimbursed providing original receipts are submitted. Please note that car rental will not be allowed without prior approval by NACCHO. NACCHO will not reimburse for extra insurance purchased if the traveler's automobile insurance covers rental vehicles driven during business use.

Baggage Fees

First Checked Bag: The fee for the first checked bag is reimbursable per each of the trip without thje need for additional justification.

Lodging

1. Hotel Room Rates: Reimbursement will be based on the actual amount paid for lodging, not to exceed the daily lodging amount approved by the federal government for that geographic area and month of travel. The reimbursable amount is based on the daily hotel room rate only, excluding the taxes and resort fees. The maximum daily lodging amount can be found at Per diem files | GSA.
2. Items such as personal telephone calls and room service items (e.g., movies, bar) are personal expenses and will not be reimbursed.
3. Taxes charged by local authorities on room rent are allowable in addition to the per diem amount.
4. When resort fees are unavoidable, they are reimbursable.

The program budget managers are responsible for verifying the correctness of lodging amount claimed and approved for reimbursement.

Meals and Incidental Expenses

Reimbursement of MIE is designed to cover the cost of purchasing meals while traveling and to cover small incidental expenses such as non-meal tips. Travelers may not claim per diem for meals that were provided or for meals they did not need to purchase during travel. This restriction includes meals which are furnished by the meeting host. Please only claim per diem for the meals purchased while on travel (i.e., you may not claim breakfast per diem if you did not start your travel until after the time regularly eat breakfast and you may not claim dinner per diem if you arrive home before you regularly eat dinner. In addition, consistent with federal practice for per diem, NACCHO caps reimbursement at 75% of per diem for each meal and incidental expense on both the first and last days of travel. You can determine this first day/last day reimbursement amount by consulting *https://www.gsa.gov/travel/plan-book/per-diem-rates*.

Please only claim per diem for the meals purchased while on travel (i.e., you may not claim breakfast per diem if you did not start your travel until after the time regularly eat breakfast and you may not claim dinner per diem if you arrive home before you regularly eat dinner).

The NACCHO budget managers are responsible for verifying the correctness of per diem MIE amount claimed and approved for reimbursement.

HOW TO OBTAIN REIMBURSEMENT

1. Complete the NACCHO Travel Expense Voucher. See **Instructions** below for more information on how to complete the form.

2. Attach receipts for lodging, air, ground, and other related expenses for which reimbursement is being requested. These receipts should be submitted per the Accounts Payable approval and submission process. Receipts for per diem expenses are not required. Any expense over $25 must be supported by a receipt.

3. Submit Travel Expense Vouchers via email with corresponding receipts to NACCHO within 15 days after the travel has been completed. NACCHO reserves the right not to reimburse vouchers received which are older than **15 DAYS**. The Vouchers should be sent to the project contact via email for approval and the project contact will forward them to the accounting department for payment. Payments will be made by the accounting department on a biweekly basis. Please note that following the above procedures will expedite the reimbursement process.

INSTRUCTIONS FOR COMPLETING THE TRAVEL EXPENSE VOUCHER

NACCHO staff should complete the "Please return to:" and "no later than:" sections of the form prior to distribution the form to travelers.

Traveler Information Section

Enter the name, phone and fax numbers, email, and mailing address for the traveler. This is the address to which reimbursement checks will be sent.

Name of Meeting

Enter the name of the meeting attended with enough descriptive information to provide audit detail, i.e. "Bioterrorism Committee Meeting" or "MAPP Workgroup Meeting" not just "NACCHO Meeting."

Dates of Trip

Enter the dates of the trip, from the beginning of the travel to the return. This is the duration of the travel being reimbursed by NACCHO.

Time of Departure and Time of Return

Indicate when the traveler departed for the trip and when the traveler returned from the trip. These times are used to calculate per diem expenses.

Description of Expenses Section

1. Air/Rail. Enter the amount of air or rail tickets if purchased directly by the individual traveler. These expenses must be pre-approved for reimbursement by NACCHO staff prior to the trip. Include any service fee charged in this section.

2. Taxi/Bus/Ground transportation. Enter the amount of ground transportation expenses. NACCHO encourages the use of shared-ride vans and shuttles to reduce travel expense whenever possible. This includes subway fares and other public transport expenses.

3. Garage Parking/Tolls. Enter amount of parking expenses and tolls.

4. Personal Car Mileage. In the box marked "Personal car mileage" enter the total number of miles driven using personal vehicles. NACCHO will reimburse for these miles at the current allowable rate (Refer to the IRS website for the current mileage rate. The rate is listed on the Travel Expense Voucher.). In the "From/ To" box indicate where the personal miles were accumulated (i.e., "Washington DC to BWI airport, BWI airport to NACCHO Office" or other description of departure and arrival points). Document of actual mileage is required (i.e., Yahoo! or MapQuest mileage totals).

5. Hotel/Motel expenses. Enter allowable hotel or motel costs, or other costs of lodging.

6. Phone/Telegrams/Fax. Enter expenses for allowed business-related fax and phone costs.

7. 7a through 7d. Per diem section. Enter the amount claimed for each meal that was not provided to you during the trip. Incidentals may be claimed for gratuities paid and other incidental expenses during your travel. As noted above, NACCHO caps reimbursement at 75% of per diem for each meal and incidental expense on both the first and last days of travel. The travel Expense Voucher excel sheet now has a Per Diem Amount calculator in columns J, K, and L to help with calculation.

8. Rental cars. Enter rental car expenses if approved prior to the trip by NACCHO staff.

9. Other expenses. Enter the amount of other reimbursable expenses incurred and describe these expenses in the box provided on the form. If additional space is necessary, attach another sheet of paper.

Total Expenses
If the form is completed electronically, the total expenses will be calculated automatically. If the form is completed by hand, enter the total expenses for each row and column in the appropriate spaces provided. Double check the Total Expenses prior to submission.

Traveler Signature
The traveler must sign (electronically or wet signature) and date the voucher to obtain reimbursement.

Budget Manager
The NACCHO Staff budget manager will approve and sign the voucher after checking for available funding, allowable expenses, checking the totals and assigning the voucher a G/L and Project Code.

Project Charge Instructions
This box is for NACCHO Staff use only. If the travel is being covered by several codes, enter those in the space provided or on a different sheet if more space is needed. Enter the staff contact name, extension and email in the space provided on the form so that travelers know to whom they should send completed forms and contact if they have questions.

Frequently asked questions, per diem please visit here https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/faqs