Updated 5/19/2026

Travel Reimbursement Guide

2026 NACCHO 360 Pre-Conference Workshop
Louisville, KY | July 13 - 14, 2026

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Overview

Thank you for attending the NACCHO 360 Pre-Conference Workshop. This guide outlines the procedures for submitting requests for your travel expenses from **Sunday, July 12 – Tuesday, July 14, 2026**. Please read NACCHO's Travel Policy first; this document is a companion guide.

If you have received multiple scholarships from NACCHO or have received a scholarship for the entire NACCHO360 conference, please contact us via the emails provided below if you have not already received seperate instructions.

Deadline: Submit your completed reimbursement form and all required receipts by **July 30, 2026**. Submissions received after the deadline may not be eligible for reimbursement.

Follow each step to ensure your submission is processed efficiently. All submissions must be made via the Smartsheet form linked in Step 2.

If you have questions, email wash@naccho.org and CC lmansoury@naccho.org.

Step 1: Gather Receipts and Documents

Before completing the Smartsheet reimbursement form, please ensure you have the following documents ready to upload:

- Itemized receipts for expenses $25 and up (e.g., hotel, flights, baggage fees, ground transportation, parking, tolls, etc.).
- Receipt for meals are NOT required.
- For personal car mileage claims, if applicable:

- A roundtrip Google Maps PDF/screenshot showing the mileage from your starting point (e.g., home or work) to your end destination (e.g. airport).

Receipts may be digital or images of physical receipts, however please make sure all receipts meet the following requirements before submitting:

- Receipts must clearly show proof of payment — this includes the payment method (e.g., last 4 digits of a card or a paid stamp), total amount, and payment date.
- Bank statements or credit card statements are NOT accepted as proof of payment.
- For ground transportation and parking, please ensure the company name (e.g., taxi, shuttle, Uber/Lyft), parking garage) and date of service appear on the receipt.

Step 2: Complete the Smartsheet Reimbursement Form

Please submit your reimbursement request and upload all required documents via the Smartsheet form linked here: **Travel Reimbursement Form**

Guide to Completing the Form

Traveler Information

- **Contact Information:** Full name, phone number, email address, name of payee, and complete mailing address (including apartment/unit, if applicable). This information will be used to mail your reimbursement check.
- **Travel Dates and Times:** Enter your trip's start and end dates along with your departure and return times (to & from home). This information is used to determine which meals fall within your eligible travel window for per diem purposes. Official travel dates are Sunday, July 12 – Tuesday, July 14, 2026, unless prior approval was granted.

Lodging & Transportation

- **Hotel** – For this event, scholarship recipients are responsible for booking their lodging (Sunday, July 12 and Monday, July 13). NACCHO will reimburse two nights of lodging; up to $134 per night before taxes. This is in accordance with GSA's lodging rates in Louisville, Kentucky for the month of July. In the Smartsheet form, include the nightly rate and taxes separately. Hotel receipt/folio will need to show all charges, payment method, total amount, date, name, etc. Upload receipts at the bottom of the form.

NOTE: The second day of the workshop is expected to end by noon. NACCHO will not cover lodging expenses for the night of Tuesday, July 14th unless prior approval is requested.

Requests for prior approval must be submitted to wash@naccho.org and include documentation demonstrating that flight unavailability or other logistics made same-day travel impossible.

- **Air/Rail Expenses** — For this event, scholarship recipients are responsible for booking their lodging. You must book the lowest-class airfare tickets (typically classified as Basic Economy) with the least expensive fare via the most direct economy air route (no more than one step and/or flight change) available.
- **Personal Car Mileage (To/From Airport, Workshop, and/or Hotel)** — Reimbursed at $0.725 per mile for using your personal car to travel to the airport or workshop.
  - Enter mileage as a whole number (e.g., 278 miles).
  - If you drove to Kentucky from another state, the cost should not exceed the cost of an economy flight.

Required Documents for Personal Car Mileage, if applicable:

- <u>If you are submitting for mileage reimbursement:</u> Upload Google Maps PDF (with maps, not just directions) showing roundtrip from your location to the workshop.
- <u>If you drove to the venue in lieu of airfare:</u> Upload airfare comparison PDF showing the lowest roundtrip airfare from your nearest airport to Louisville, KY (e.g., Kayak, Google Flights). If the mileage reimbursement exceeds the cost of an economy airfare, you will be reimbursed up to the cost of the airfare.
  - *Kentucky-based travelers* who do not have an airfare comparison due to proximity do not need to submit one.
- **Ground Transportation** — Enter daily total expenses for subway and other public transit (e.g., taxi, shuttle, Uber/Lyft). Ground transportation used in Louisville will only be covered for travel between airports and the hotel/workshop. Upload receipts at the bottom of the form.
- **Garage Parking and Tolls** — Enter parking expenses and tolls. If you parked at the airport or hotel, claim the full parking fee on your return travel day (e.g., $50 on Wednesday. Upload receipts at the bottom of the form.

Note: Rental cars are not reimbursed without prior NACCHO approval.

Meals & Incidental Expenses (Per Diem)
Reimbursement will be provided based on flat per-diem rates and your travel departure and return times. No receipts are required for meals. See GSA per diem rates for Louisville, KY. **Note:** The first and last days of travel are subject to a maximum per diem of 75% for each meal. NACCHO will calculate this for you based on your travel departure and return times.

Meal	Amount	First & Last Day of Travel
Breakfast	$20	$15
Lunch	$22	$16.50
Dinner	$33	$24.75
Incidentals	$5	$3.75
Total	$80 (Total will depend on travel departure and return times)	$60 (Total will depend on travel departure and return times)

Per Diem Guidelines:

- There is no need to enter meal amounts on the form. NACCHO will calculate your per diem based on the dates and times of your travel.

Other Expenses

For any additional reimbursable expenses (e.g., luggage fees, tolls), include a brief description in the form and upload receipts under the "File Upload" section of the form.

Reimbursement Timeline & Processing

Reimbursement requests are reviewed and processed biweekly. Please allow up to 6 weeks following your submission for full review, approval, and payment. Incomplete or incorrect submissions will delay processing.

For questions, please contact wash@naccho.org, CC lmansoury@naccho.org.

Flight Cancellation/Delay Expenses

In the event your flight was significantly delayed or canceled, notify us via the contact information provided above and you will be provided with an updated reimbursement form. You will need:

- Receipts for expenses incurred (e.g., hotel, transportation).
- These claims are subject to review and approval. Be sure to provide both receipts and documentation of the cancellation or delay (e.g., airline cancellation notice or delay notification email).