



Reimbursement Guidelines

Introduction

The purpose of this policy is to provide guidance and information to Board members on NAEP, and member/institution covered expenses related to Board service.

It is the goal of NAEP to encourage and support the opportunity for all NAEP members to serve in leadership roles. As such, this policy represents the minimum NAEP covered expenses. The Executive Committee may elect to cover additional expenses by the NAEP budget or seek coverage through the budget amendment when in the best interest of NAEP to do so. Any other levels of coverage shall be announced to the Board of Directors before the execution of said change.

NAEP members seeking election for national Board positions shall be required to submit, with their application, a letter from their institution agreeing to the support of the member in serving on the NAEP Board of Directors and to the financial commitments by the institution for said service defined herein.

Regional Meetings

All Board members are expected to attend their regional meeting and shall be paid by the member/institution. NAEP will pick up all expenses for other regional meetings assigned provided said meeting is outside the member's region. Rental car fees are not typically covered by NAEP. Exceptions shall be pre-approved by the Executive Director. Failure to receive pre-approval may result in the inability of NAEP to reimburse the expense.

Annual Meeting

Expenses Covered by the Member/Institution:

Fees to attend the NAEP Annual Meeting are to be covered by the member/institution. This includes registration, airfare, lodging, meals, transportation, and incidentals. Expenses incurred by any guest(s) shall be the responsibility of the member.

Expenses Covered by NAEP

Typically, the Spring Board of Directors Meeting is held in conjunction with the Annual Meeting. As such, NAEP shall cover meals, lodging, transportation, and incidentals associated with the additional Board duties related to the meeting.

Meals, not covered as a part of a group Board activity, shall be per the NAEP Travel Policy and based on the daily per diem.

NAEP will book rooms for Board members for those nights covered via a master bill. Rooms shall be based on the hotel's availability and any concessions negotiated at the time of contracting. The member/institution shall cover upgrades or amenities outside of the hotel contract should they be requested.

Transportation shall be via the most economical and efficient manner needed by the member at the time the expense is incurred. This typically includes taxi service, Uber, Lyft, or shuttle.

Incidentals shall be by the NAEP Travel policy. □

Rental car fees are not typically covered by NAEP. Exceptions shall be pre-approved by the Executive Director. Failure to receive pre-approval may result in the inability of NAEP to reimburse the expense.

Before the Spring Board Meeting, the President shall announce to the Board any additional expectations relating to the meeting and the expenses covered by NAEP.

Fall Board Meeting

NAEP will cover expenses for the Fall Board Meeting.□

Typically, the Fall Board of Directors Meeting is held in conjunction with the Association Leadership Program (ALP). As such, NAEP shall cover airfare, meals, lodging, transportation, and incidentals associated with the attendance at both the ALP Meeting and Board Meeting. Expenses incurred by any guest(s) shall be the responsibility of the member.

Airfare shall be per the NAEP Travel Policy.□

Meals, not covered as a part of a group Board activity, shall be per the NAEP Travel Policy and based on the daily per diem.

NAEP will book rooms for Board members for those nights covered via a master bill. Rooms shall be based on the hotel's availability and any concessions negotiated at the time of contracting. The member/institution shall cover upgrades or amenities outside of the hotel contract should they be requested.

Transportation shall be via the most economical and efficient manner needed by the member at the time the expense is incurred. This typically includes taxi service, Uber, Lyft, or shuttle.

Incidentals shall be per the NAEP Travel policy.

Rental car fees are not typically covered by NAEP. Exceptions shall be pre-approved by the Executive Director. Failure to receive pre-approval may result in the inability of NAEP to reimburse the expense.

Before the Fall Board Meeting, the President shall announce to the Board any additional expectations relating to the meeting and the expenses covered by NAEP.

Other Meetings

NAEP Board members may be required to attend other meetings for the Association or on the Association's behalf in the execution of their Board service. NAEP shall cover expenses for any such meeting per NAEP's Travel Policy.

Miscellaneous

NAEP shall reimburse Board members for additional expenses including, but not limited to, postage, telephone service, and other miscellaneous expenses as necessary.