



## Travel & Expense Report

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to NBCC: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Location of Event (city, state): \_\_\_\_\_

**Accounting Code:**

*(Please enter the name of the Program/Project that should be charged for this expense)*

Program/Project: \_\_\_\_\_

**Daily Expenses** *(Receipts must be attached for anything over \$25.)*

**Daily Per Diem Rates 2025**

Breakfast	
Lunch	
Dinner	
Tips	
Total	
First & Last Day	
2025 Mileage Rate	

*Fill in the per diem rates using the links provided below.*

[Domestic Travel Rates](#)  
[International Travel Rates](#)

Dates of Travel												Total \$
<b>Meals</b>												
Breakfast												
Lunch												
Dinner												
<b>Lodging</b>												
Hotel												
<b>Travel</b>												
Taxi/Rideshare												
Airfare												
Parking & Tolls												
# of Miles Driven												
<b>Miscellaneous</b>												
Tips/Incidentals												
Other*												

<b>* Detailed Description of Other Expenses:</b>	<b>Total Expenses:</b>	
	<b>Advance Amount:</b> <i>(Enter as negative number)</i>	
	<b>Total Due:</b>	

*The information above is true to the best of my knowledge.  
 I have read and submitted my travel reimbursement in accordance with the Travel & Expense Policies on page 2 of this form.*

Signature: \_\_\_\_\_ Supervisor's Approval: \_\_\_\_\_

FOR ACCOUNTING USE ONLY				
DATE PAID: _____	APPROVED: _____	POSTED: _____	CHECK #: _____	AMOUNT: \$ _____
G/L ACCOUNT: _____ MISC. NOTES ON EXPENSE: _____				

**Additional Coding**

Dollar Amount	Code	Description

# Travel & Expense Policies

## Authorizations

All travel requests are expected to be for budgeted travel. Any unbudgeted travel should be approved at least 30 days in advance by the appropriate manager and COO.

## Travel Advances

Travel advances will be issued if requested at least 7 days before the trip. The advance will not exceed 50% of the estimated costs.

## Personal Mileage

Travelers will be reimbursed for use of their personal vehicles on organization business at the rate authorized by the IRS. The current rate can be found at <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Commuting mileage will not be reimbursed.

## Public Carrier

Travelers traveling by public carrier are expected to purchase their tickets through the NBCC Travel Coordinator. The most cost-effective means of travel, such as coach airfare, must be used without prior written approval of the COO or CEO. Receipts are **required** for any public carrier purchases requested for reimbursement.

## Lodging

Travelers will be reimbursed entirely for the basic room charge and applicable taxes. Receipts are **required** for all lodging expenses requested for reimbursement.

## Meals

Travelers will be reimbursed for meals and tips on a per diem basis (per diem rates include applicable taxes). Receipts are required **only** for meals being reimbursed that exceed the per diem amount.

Current federal per diem rates can be found online at:

[Domestic Travel Rates](#)

[International Travel Rates](#)

## Taxi/Rideshare

This box should be used to report all transportation expenses related to taxis, rideshare app fees, buses, and/or shuttles, including tips for such services. Actual fares, including tips, will be reimbursed entirely. Receipts are **required** if greater than \$25.00. Tips and surge charges should be noted on the receipts.

## Tips/Incidentals

Reasonable tips for baggage handling will be reimbursed. Receipts are **not** required.

## Parking and Tolls

Parking fees and toll expenses will be reimbursed. Receipts are **required** if greater than \$25.00.

## Car Rentals

Car rentals will be reimbursed if approved in advance. Receipts are **required**.

## Notes

- (1) Travel expense reimbursements will be distributed or mailed within 30 days of the accounting department's receipt of properly approved requests.
- (2) Travel policies included herein are extracted from the NBCC & Affiliates Business Travel Procedures Manual.