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| **NERACOOS Travel and Expense Reimbursement Guidelines** |  |
| **January 1, 2012** |  |
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| **\*** | Complete and submit the Travel Expense Voucher within 10 business days of returning from travel. |  |
| **\*** | All pertinent information should be supplied on the expense report including the purpose of the trip or expense, dates and destinations, details for daily claims, and unusual circumstances that affect the travel expenses should be fully explained (attach a separate sheet if necessary). |  |
| **\*** | Attach original receipts for all travel expenses in excess of $5. |  |
| **\*** | Attach agenda for meeting, copy of registration form (if appropriate), email request to attend, or similar to justify your purpose for travel. |  |
| **\*** | All meal expenses will be reimbursed based on the per diem rates for overnight travel only (no reimbursement for day trips). First and last day (travel days) per diem is 75%. Per diem rates for the US and further guidelines can be obtained at www.gsa.gov/perdiem |  |
| **\*** | Mileage reimbursement rates are available at www.gsa.gov/mileage ($0.51 per mile as of January 1, 2012) |  |
| **\*** | A claim for air travel should not exceed the lowest available air fare. First class air travel is unallowable to federal grants. |  |
| **\*** | Reimbursement for the use of rented automobiles will be made only if circumstances make it impossible or impractical to use public transportation, or if the cost of the rental car is less than the cost of public transportation (for instance, with group travel). |  |
| **\*** | Reimbursement requests must comply with OMB Circular A-122. Any unallowable costs within will not be reimbursed. |  |
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| **\*** | Submit your reimbursement requests (with original receipts) to: |  |
|  | Ru Morrison |  |
|  | NERACOOS |  |
|  | 570 Ocean Blvd. |  |
|  | Rye, NH 03870 |  |