



# National Association of Supervisors of Agricultural Education

## Travel Guidelines

1. Only necessary expenses incurred while on official business for the NASAE are eligible for reimbursement.
2. Do not include expenses that are to be paid separately, such as direct-billed items.
3. Reimbursement will be by check mailed to the address indicated on the travel voucher.
4. Detailed original receipts must be included for all expenses, including meals over \$10, except mileage.
5. Make sure receipts shows payment method, including credit card information.
6. Alcoholic beverages are not reimbursable; please pay for them separately.
7. The mileage rate for reimbursement is 55 cents.
8. The business purpose of the travel/reimbursement must be specific.
9. Meals, including tips, are reimbursed up to a maximum of \$37 a day per person.
10. Form must be signed and dated.
11. All applicable approvals must be completed before payment can occur.
12. Explanations of meals for more than one person or unusual expenses should be included.
13. Traffic tickets and parking fines are not reimbursable.
14. Street address is required. PO Box can be used as mailing address only.