

**NEJ POLICY ON REIMBURSEMENT RELATING TO
COMMITTEE MEETINGS AND JURISDICTIONAL CONFERENCE
2013-2016 QUADRENNIUM**

TRAVEL OPTIONS: There is an expectation that all persons use the most economical option of travel when possible.

1. **AIRFARE & TRAIN:** Coach fare. We encourage the purchase of tickets at least 21 days or more in advance for cost savings.
2. **AIRLINE FEES:** The NEJ will reimburse the following:
 - a. Curbside baggage check-in for those with physically handicapping conditions.
 - b. Fee for checking one bag of luggage.
 - c. Seat Selection Charge for a *regular* seat.
3. **AUTOMOBILE MILEAGE RATES**
 - a. \$.28/mile for an individual traveling alone.
 - b. \$.44/mile to the driver for TWO committee members/delegates in the same car.
 - c. \$.485/mile to the driver for 3+ committee members/delegates in the same car.
4. **RENTAL VEHICLE:** The cost of the vehicle plus fuel will be reimbursed, not to exceed the designated Jurisdictional reimbursement per mile.
5. **MEALS:** Meals, excluding alcohol, purchased at a reasonable cost to and from NEJ committee meetings/conference will be reimbursed.
6. **HOTEL FEES & INCIDENTAL CHARGES:** NEJ pays for the room charge and applicable taxes. All other fees and charges are paid by the room occupant(s).
7. **ARRIVAL AND DEPARTURE:** Committee members/delegates are expected to arrive and depart on the day of meetings/conference unless prior approval has been given, by the Treasurer.
8. **YOUTH:** Youth under the age of 18 or still in high school may room with another youth of the same gender, or with a parent and/or guardian. (See Safe Sanctuaries by Joy Melton)
9. **TRAVEL ADVANCES**
 - a. A person who requests reimbursement for airline tickets purchased 30 days or more before an NEJ event will be reimbursed upon submission of proof of payment and a copy of the itinerary for the ticket, with the understanding that he/she will reimburse NEJ the cost of the ticket if the person does not attend the meeting.
 - b. Tickets purchased less than 30 days before a meeting, and those more than 30 days, who do not request reimbursement, will be reimbursed by the voucher process.