

NRHS AND NRHS FUND TRAVEL POLICY

SEPTEMBER 15, 2026

Purpose and Scope

This Travel Policy establishes the rules and guidelines applicable to all OFFICERS, DIRECTORS, VOLUNTEERS, CONTRACTORS AND AGENTS (hereinafter referred to as "Members") of the NRHS AND NRHS FUND (hereinafter NRHS) who undertake business travel on behalf of the NRHS within the United States and internationally.

The objective is to ensure safe, cost-effective, and compliant travel while safeguarding NRHS resources and maintaining legal compliance.

Policy Administration

The NRHS's Treasurer is responsible for administering this policy, including reimbursement, and compliance monitoring. All Members are required to adhere strictly to the provisions herein.

Travel Authorization and Approval

All business travel must be pre-authorized by the President of the NRHS, the President of the NRHS Fund or designated approver using the NRHS's travel authorization system before any travel arrangements are made. Unauthorized travel expenses will not be reimbursed. Travel must be necessary, reasonable, and directly related to NRHS business.

Booking Procedures

Members should make travel reservations at least two weeks in advance, if possible, to secure optimal pricing and availability. Exceptions require documented justification and prior approval.

Transportation

Rail and Air Travel: Members shall book economy or equivalent class tickets unless otherwise authorized. Upgrades or premium seating require prior approval and must be for valid business reasons. Members shall also obtain commercial travel insurance when traveling by rail and air. The cost of said insurance will be

reimbursed by NRHS when a receipt for purchase of the insurance is submitted to NRHS.

Ground Transportation: Use of rental cars, taxis, ride-sharing services (i.e. Uber and/or Lyft), or public transportation must be safe, economical, and appropriate for the destination. Rental cars shall be booked in the most economical class that meets the business requirement. Members shall also obtain full insurance coverage from the rental company when renting a car for NRHS business use. The cost of said insurance will be reimbursed by NRHS when a receipt for purchase of the insurance is submitted to NRHS.

Personal Vehicle Use: Members using personal vehicles for business travel shall be reimbursed according to the current IRS mileage rate for business (72.5 cents per mile in 2026) upon submission of appropriate documentation. Members must hold a valid driver's license and adequate insurance coverage. Use of personal vehicles for trips in excess of 100 miles one way, must obtain prior approval.

Lodging

Hotel accommodations should be reasonable, safe, and proximate to the business location. Members are expected to use standard business class hotels unless unavailable.

All lodging expenses must be supported by original receipts and comply with daily maximum allowable rates established by the NRHS. Any deviation must be pre-approved.

Meals and Incidentals

Meal expenses shall be reasonable and consistent with the location and duration of travel.

Members must submit actual expenses with receipts. Incidentals such as gratuities, laundry, and communication expenses will be reimbursed only if reasonable and necessary as determined by the Treasurer.

Travel Expenses and Reimbursement

Members must submit detailed expense reports within ten (10) business days following return from travel, including all required original receipts and documentation.

Non-reimbursable expenses include, but are not limited to: personal leisure activities, fines or penalties incurred, unauthorized upgrades, and expenses for family members or guests.

Safety

Safety is the foremost priority during travel. Members must comply with all applicable laws and regulations, avoid risky behavior, and immediately report any incidents, accidents, or security concerns to the President and the General Counsel.

International Travel

Members traveling internationally must obtain all necessary visas, passports, and immunizations prior to travel and comply with the laws and customs of the destination country.

Non-Compliance and Exceptions

Failure to adhere to this Travel Policy may result in denial of reimbursement. Exceptions to this policy require written approval from the President of the NRHS or NRHS Fund prior to incurring expenses.

Record Keeping and Audits

All travel-related records, including approvals, bookings, receipts, and expense reports, shall be maintained in accordance with NRHS record retention policies and applicable legal requirements.

The NRHS reserves the right to audit travel expenses and compliance with this Policy at any time without prior notice.

Amendments

The NRHS reserves the right to modify, amend, or revoke any provision of this Travel Policy at its sole discretion. Members will be notified of any changes in a timely manner.

Member Acknowledgment and Agreement

By undertaking business travel on behalf of the NRHS, the Member acknowledges that they have read, understood, and agree to comply fully with this Travel Policy. The Member understands that noncompliance may result in denial of reimbursement.

Member

Signature: _____

Name: _____

Date Signed by Member _____