

**NRHS Travel & Reimbursement Policy**  
As Approved 10/25/09

**General**

**Purpose:**

This is a general policy to define requirements for travel on behalf of and reimbursement of expenses by the National Railway Historical Society, Inc., hereinafter referred to as NRHS.

**Intent:**

NRHS is a not-for-profit organization with limited resources that is staffed and managed primarily by volunteers. This travel policy is intended to prevent financial hardship for individuals who must travel on NRHS business. Reasonable out-of-pocket expenses will be reimbursed for approved travel. Individuals travelling on NRHS business should maintain a reasonable standard of comfort and safety, but are expected to use the funds of the NRHS in a prudent and conservative manner.

**Definition:**

When used in this policy, the term "President" shall mean the President or others to whom the President has delegated specific authority in writing or other officers acting in the absence of the President as specified in the NRHS Bylaws.

**Implementation:**

- 1) This policy was approved by the Board of Directors on October 25, 2009.
- 2) The Board of Directors delegates to the President authority to develop detailed standards and administrative procedures to implement this policy, with the current standards to be made available to the Board of Directors after each revision.
- 3) The President may establish different reimbursement standards and administrative procedures for volunteers, employees (both paid and unpaid), and individual contractors paid by the NRHS.
- 4) Travel and reimbursement that is part of a corporate vendor contract is normally governed by policies of the vendor's firm and billed as part of purchase contract.

**Authorization to Incur Reimbursable Expenses:**

- 1) Various committee chairpersons or others responsible to the President for functional areas may authorize travel or purchase of goods and services that is included in a budget that has been approved by the Board of Directors.
- 2) Travel and the purchase of goods and services that are not included in an authorized budget must be authorized by the President.
- 3) NRHS prefers that purchases of goods and services be billed directly to NRHS. For expediency, however, some purchases of goods and services may be paid in cash or charged to personal credit cards and reimbursed with proper documentation.
- 4) The President may authorize exceptions to this policy. Such authorization must be for a specific business purpose and in writing.

## **What Is and Is Not Reimbursed**

The following expenses are normally **reimbursed**:

- Travel expenses for authorized travel on NRHS business in line with current standards.
- Travel expenses for travel by other NRHS staff paid by the traveler claiming the reimbursement, in cases when such travel is not billed directly to the NRHS or claimed by the other traveler.
- Cancellation or change fees incurred by traveler for travel cancelled or rescheduled by NRHS after reasonable attempts to minimize such fees.
- Purchases of goods and services made by individuals on behalf of NRHS for budgeted or authorized items.

The following expenses are normally **not reimbursed**:

- Travel expenses exceeding the published standards, unless authorized by the President.
- Travel expenses for spouses, family and guests accompanying the traveler but not required by NRHS business.
- Travel expenses above those required to meet the NRHS business need, whether for travel combined with other purposes or added travel costs to accommodate individual preferences in class or mode of travel.
- Travel to Board of Directors meetings or national conventions, unless authorized in advance by the President for specific individuals on NRHS business.
- Purchases of goods or services made by individuals without authorization or for goods or services not delivered to NRHS.

### **Special Provisions – Use of Personal Automobile on NRHS Business**

The NRHS prefers the use of public transportation or rented automobiles for travel on NRHS business. Use of personal automobiles is permitted under limited circumstances as a matter of convenience.

Personal automobile mileage reimbursement is limited to the non-profit volunteer deduction rate established by the US Government.

In establishing the administrative procedures governing automobile travel, the President is authorized to include the following provisions:

- Require proof of a valid driver's license and liability insurance in compliance with the minimum requirements of the traveler's state of residence for anyone claiming reimbursement for personal automobile mileage, and require notification of the NRHS of any change in license or insurance status, including suspension or revocation of the operator's privileges to operate a motor vehicle.
- Require the use of rental cars and vendor-provided insurance for automobile travel in excess of 150 miles each way, unless prior permission has been obtained for use of a personal automobile.
- Limit reimbursement for travel by automobile to the cost of using public transportation for the same trip.

### **Special Provisions – Issuing of NRHS Credit Cards**

The President may authorize the issuing of a credit card in the name of the NRHS to individual staff members who require such a card to conduct NRHS business.

A staff member receiving a credit card in the name of the NRHS must agree to follow the administrative procedures established by the President to assure timely payment and complete documentation of charges.

The President may order the revocation of any credit card issued in the name of the NRHS at any time.

### **Reimbursement Procedures**

The President shall develop standard forms and administrative procedures for processing reimbursements under this policy.

Payment of travel and other expense reimbursements shall be made twice a month on dates published in advance or at times convenient to the management of the NRHS.

### **Limits of Liability**

NRHS shall not be liable for late payment fees and penalties incurred by persons requesting reimbursement under this policy, except to the extent that NRHS is responsible for the late payment. Every attempt will be made to issue payment promptly, but it is the responsibility of the person requesting reimbursement to submit such request in a complete and timely manner.

NRHS will reimburse the traveler for added costs caused by travel delays, but will not reimburse for added costs, change fees and penalties caused by errors or omissions on the part of the traveler.

NRHS shall not be liable for fines, towing or legal defense of motor vehicle charges, either misdemeanors, violations or infractions, or parking violations. NRHS shall not be liable for damage to automobiles being driven on NRHS business or for repairs or maintenance costs for problems that occur while driving on NRHS business. These limits apply to both rental automobiles and personal automobiles.