



NAPLA Policy for Reimbursable Expenses for Business Travel

(See next page for reimbursement form)

Reimbursements

The Travel Expense Form is to be used by NAPLA members to record all expenses relating to travel in the performance of NAPLA business. This form should be submitted promptly to the NAPLA Treasurer within 30 days of the completion of the travel. Original Receipts (or electronic scans sent via email) are required for reimbursement.

Transportation

All participants will make transportation arrangements independently. Lowest fares should be considered. NAPLA will reimburse fare, personal car mileage, tolls, parking, and local ground transportation.

Meals

NAPLA will pay for group meals and reimburse meal expenses incurred during the travel period up to the maximum per diem rate as determined by the U.S. General Services Administration for the host city of the NAPLA meeting.

Lodging

NAPLA will negotiate rates at the meeting site and pay for lodging for each participant for the following durations:

- Board meetings: 2-3 nights
- Conference committee meetings: 1-2 nights.

Participants should guarantee rooms for late arrival with a credit card.

Cancellations/Changes in Travel Plans

- If a participant finds it necessary to cancel, he/she must:
 1. Call the event coordinator
 2. Contact the hotel to cancel the reservation so that NAPLA will not be charged
- If your flight is delayed, please call the hotel so that they do not cancel the rest of your reservation. It is within the hotel's right to do so if you are a no-show for the first night.



NAPLA

NORTHEAST ASSOCIATION OF PRE-LAW ADVISORS, INC.

TRAVEL AND EXPENSE REIMBURSEMENT FORM

ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM AND SUBMIT WITHIN 30 DAYS TO:

**C.E.A. SCHOLTES & ASSOCIATES
 CERTIFIED PUBLIC ACCOUNTANTS
 2912 CYPRESS BAY COURT
 ELLICOTT CITY, MD 21042
 ATTN: NAPLA REIMBURSEMENT**

NAME: _____

DATES/PURPOSE OF TRAVEL: _____

ADDRESS (INCLUDE ZIP): _____

PHONE: (____) _____ — _____ EMAIL: _____

TRAVEL EXPENSES

ITEMIZE

SUBTOTALS

TRANSPORTATION <i>(specify: air/train/bus/taxi)</i>		
GAS		
PARKING		
MILEAGE <i>(# of miles x .555¢ per mile)</i>		
TOLLS		
FOOD		
LODGING		
OTHER <i>(please specify)</i>		
	TOTAL REIMBURSEMENT REQUESTED	\$

SIGNATURE: _____ DATE: _____

(for office use only) DATE RECEIVED: _____

CHECK #: _____

TRANSPORTATION <i>(specify: air/train/bus/taxi)</i>		
GAS		
PARKING		
MILEAGE <i>(# of miles x .555¢ per mile)</i>		
TOLLS		
FOOD		
LODGING		
OTHER <i>(please specify)</i>		
	TOTAL REIMBURSEMENT REQUESTED	\$

SIGNATURE: _____ DATE: _____

(for office use only) DATE RECEIVED: _____ CHECK #: _____