

# PNWD National Ski Patrol

## Reimbursement Policy Guide

- 1 Receipts must accompany all expenses including meals, lodging, travel and miscellaneous expenses.
- 2 We will reimburse at the least expensive airfare available and in the case of car rentals on the lowest priced intermediate size.
- 3 If you drive to a meeting we will reimburse at .25 cents per mile or at the lowest possible airfare whichever is less. NSP sponsored vehicles are reimbursed for gas receipts. RV's are reimbursed at .40 cents a mile if they are used for lodging and the cost is less than the room cost.
- 4 We will pay for expenses directly to and from the meetings and within one day on either end.
- 5 We will pay up to \$30 a day for meals. Receipts are required for all meals including convention meals.
- 6 When attending an NSP sponsored meeting the lodging expense is based on 1/2 the double occupancy rate unless there has been an exception made. Convention room rates will be paid when staying at a room reserved by the convention committee.
- 7 We can do advances up to 50 percent of the receipted airfare.
- 8 Please submit expenses promptly especially nearing the end of the fiscal year.
- 9 Please have expenses authorized by your reporting officers.

