

NATIONAL INDIAN CHILD CARE ASSOCIATION
Travel Policy and Procedure

Policy

The National Indian Child Care Association may approve payment of travel for board members to attend board meetings, or other travel, for the purposes of conducting National Indian Child Care Association business.

Procedure

Along with the annual budget preparation, the Board of Directors of the National Indian Child Care Association will determine the amount of funding available to assist board members with travel expenses during the fiscal year.

The Association may, at the approval of two members of the Executive Board, approve travel reimbursement for board members who submit written travel requests on a form approved by the board.

Travel requests must be submitted 30 days prior to the travel date. Any expenses incurred which are greater than the initial request will not be allowable (i.e. increase in airfare) and will be the responsibility of the individual board member. The board member will be responsible for paying all travel expenses and submitting a travel expense statement, with travel receipts, to the Treasurer for reimbursement. No travel advances will be issued.

Travel reimbursement may include airfare, mileage, lodging and per diem, as determined in advance by the board in the annual budget and in accordance with federal travel guidelines. Travel reimbursement may be limited to certain travel expenses (i.e. airfare only) or number of trips determined during the annual budget approval.