5/4/2021

NHMA Travel Reimbursement Guidelines

1. Communicate to NHMA Admin [(adm4nhma@outlook.com)](mailto:(adm4nhma@outlook.com)) and copy Erin Capps ([erin.capps@atkinsglobal.com](file:///D:\ADMINISTRATIVE\erin.capps@atkinsglobal.com)), David Mallory ([david@westylight.com](file:///D:\ADMINISTRATIVE\david@westylight.com)) and Kyle Logan [(kylelogan@kclogancpa.com](mailto:(kylelogan@kclogancpa.com) ) with the names of folks who have been accorded travel reimbursement to an NHMA event.

2. NHMA Admin will distribute the latest travel expense report with the current location-specific GSA per diem rate (including individual meal rates, and first and last travel day rates) and the IRS prevailing mileage rate.

3. The completed travel reports should be returned to NHMA Admin (who in turn will forward to Erin, David and Kyle).

4. The mailing address **to which the check is to be mailed must be included.**

5. We need receipts for lodging, airfare (or train, bus etc.) airport parking, transfers and so forth.

6. We can reimburse for mileage at the IRS prevailing rate provided mileage does not exceed common carrier pricing.

7. Please **do not** include receipts for food, alcohol and so forth as we reimburse at GSA per diem rates.

8. Meals paid for by others (e.g. group meal paid by NHMA) and conference-provided meals should be subtracted from the daily rate.

9. The 5th of the month is the cutoff date for the monthly check run. David will typically notify recipients by email when the check is mailed to assure delivery.

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