

National Association of Supervisors of Business Education Guidelines for Expenditures

The follow guidelines are used to complete the duties and responsibilities of the NASBE Executive Committee as outlined in the NASBE Handbook and/or Strategic Plan. Reimbursement request must be made on the official travel/expense form and filed with treasurer no later than 60 days of expenditure.

Expenses and Travel Regulations*	
Airfare	Cost Recovery – Receipt Required
Lodging	Cost recovery not to exceed the published conference rate – Receipt required
Ground Transportation	Cost recovery – Receipt required
Mileage	Federal Rate
Meals	Paid up to the amount of receipt if not in excess of \$7.50 for breakfast, not in excess of \$8.50 for lunch and not in excess of \$24.00 for dinner for a total of \$40.00 per day. – Receipt required
Supplies	Cost recovery – if required, based on responsibilities as outlined in the NASBE Handbook and/or Strategic Plan – Receipt required
Printing	Cost recovery – if required, based on responsibilities as outlined in the NASBE Handbook and/or Strategic Plan – Receipt required
Awards Program	Cost recovery– Receipt required
Postage	Cost recovery for mailing membership materials to include membership forms, receipts and membership cards – Receipt required
Other Expenditures	Prior Approval by Executive Committee (May be done through electronic communications)

- *Travel includes reimbursement of expenses for the President or designee to attend the Fall NBEA Board meeting and for the President-elect one night lodging for the NBEA Conference Board meeting, to include first night's dinner, breakfast and lunch on day two.
- All receipts or invoices must be approved by the President of the association and forwarded to the Treasurer for payment.
 - All requests must be signed certifying that no other agency has or will be reimbursing for the expenditures listed on the official travel/expense form.
 - Final approval of expenses incurred by the President must be approved by the Executive Committee prior to payment of invoices.
 - All payments must be accompanied by receipts.
 - Should the Treasurer be unable to carry out his/her responsibilities, the secretary will have signed a signature card and will fulfill the responsibilities of the Treasurer.