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## Travel Reimbursement Policy and Instructions January 2009

This document describes basic NISS policies and procedures for travel reimbursement. Travelers should be aware that additional restrictions (for example, use of US flag carriers) may apply to travel funded by federal grants and contracts.

1. **Air Travel.** Travelers are expected to exert reasonable effort to secure cost-effective fares. Only coach air fares will be reimbursed.
2. **Per Diem.** The maximum per diem rate is \$57, to cover meals and incidental expenses, broken down as follows:

|           |         |
|-----------|---------|
| Breakfast | \$12.00 |
| Lunch     | \$15.00 |
| Dinner    | \$30.00 |

Claimed per diem amounts must be adjusted for meals provided at NISS events or paid for by others (e.g., meals included in conference registration fees).

3. **Use of Personal Automobiles.** Use of personal automobile is reimbursable at the rate of \$.55 per mile for authorized travel.
4. **Exclusions.** Items for which reimbursement is not permitted include:
  - Virtually without exception, personal expenses incurred while on travel. Examples are laundry and telephone calls for purposes other than NISS business.
  - Entertainment expenses (e.g., in-room movies at hotels) and alcoholic beverages.
  - Use of personal cars within the Research Triangle area, even to drive to the airport for out-of-town travel.
  - Avoidable added expenses (e.g., late fees for conference registrations, and even failure to make use of early registration deadlines).
5. **Expense Forms and Reimbursement.** Requests for reimbursement must be made on NISS forms, which must be signed. Original receipts for transportation (for items in excess of \$35) and lodging must be included with the expense report. NISS reserves the right to adjust expense reports that do not comply with the travel reimbursement policy.

