
NEJ policy on reimbursement relating to committee meetings

TRAVEL OPTIONS: There is an expectation that committee members use the most economical option of travel when possible.

1. AIRFARE & TRAIN: Coach fare. We encourage committee members to purchase their tickets at least 21 days or more in advance for cost savings.

2. AIRLINE FEES: The NEJ will reimburse the following:

- a. Curbside baggage check-in for those with physically handicapping conditions.
- b. Fee for checking one bag of luggage.
- c. Seat Selection Charge for a regular seat.

3. AUTOMOBILE MILEAGE RATES

- a. \$.28/mile for an individual traveling alone.
- b. \$.44/mile to the driver for TWO committee members in the same car.
- c. \$.485/mile to the driver for 3+ committee members in the same car.

4. RENTAL VEHICLE: The cost of the vehicle plus fuel will be reimbursed, not to exceed the designated Jurisdictional reimbursement per mile.

5. MEALS: Meals, excluding alcohol, purchased at a reasonable cost to and from NEJ committee meetings will be reimbursed.

6. HOTEL FEES & INCIDENTAL CHARGES: NEJ pays for the room charge and applicable taxes for the meeting. All other fees and charges are paid by the room occupants(s).

7. ARRIVAL AND DEPARTURE: Committee members are expected to arrive and depart on the day of meetings.

8. YOUTH: Youth under the age of 18 or still in high school may room with another youth of the same gender, or with a parent and/or guardian. (See Safe Sanctuaries by Joy Melton)

9. TRAVEL ADVANCES

- a. A member who requests reimbursement for airline tickets purchased 30 days or more before a meeting will be reimbursed upon submission of proof of payment and a copy of the itinerary for the ticket, with the understanding that he/she will reimburse NEJ the cost of the ticket if the member does not attend the meeting.
- b. Tickets purchase less than 30 days before a meeting and those more than 30 days who do not request reimbursement, will be reimbursed by the voucher process.