



# National Association of Hearing Officials

## NAHO Expense Reimbursement Form

NAME: \_\_\_\_\_

**REASON FOR EXPENSE (please explain):**

TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Conference travel:  
 \_\_\_\_\_

Other travel:  
 \_\_\_\_\_

### I. TRANSPORTATION

**A Air Travel or mileage (see policy on reverse)**

		ARRIVAL DATE	DEPARTURE DATE
Round-trip airfare	<i>Airline receipt must be attached</i>	\$ _____	_____
Baggage fee (one bag, with prior approval of board)		\$ _____	_____

**\*RECEIPTS ARE REQUIRED FOR ALL ITEMS EACH WAY**

**B To/from terminals (shuttle)** \$ \_\_\_\_\_

**TOTAL TRAVEL \$ \_\_\_\_\_**

### II. OTHER EXPENSES

**A Lodging** \_\_\_\_\_ \$ \_\_\_\_\_

**B Other**

Amount	Payee	Purpose (explain)
\$		
\$		
\$		
\$		

**TOTAL LODGING \$ \_\_\_\_\_**

**TOTAL "OTHER" \$ \_\_\_\_\_**

**BOARD-APPROVED REIMBURSEMENT \$ \_\_\_\_\_**

**I would like to donate to The National Association of Hearing Officials . (Please initial choice.)**  
 \_\_\_ Entire refund of expenses.  
 \_\_\_ A portion of expense refund. < \$ \_\_\_\_\_ >

**NOTE: Reimbursement requests are due within 10 days of incurring expenses and must be submitted no later than 30 days after the close of a NAHO Conference or meeting.**

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

### FOR NAHO USE ONLY

Approved for payment (sign): \_\_\_\_\_ Amount: \_\_\_\_\_

Payment sent (sign): \_\_\_\_\_ Date: \_\_\_\_\_



# National Association of Hearing Officials

## Reimbursement Policy

### IMPORTANT NOTICE

Members ***must*** seek reimbursement from their employing agencies for travel, meals and lodging related to training conferences. NAHO may require members to provide proof that reimbursement was sought from employing agencies prior to reimbursement by NAHO. Whenever this requirement or any of the other requirements listed below are not met, or whenever prior approval for the expense was not sought and/or given, reimbursement may be denied or delayed.

**The completed and signed Reimbursement Form is expected within 10 days of incurring the expenses and *must* be submitted in no more than 30 days.** Completed forms may be mailed, but to avoid delays in reimbursement, please scan the form and accompanying receipts and send them as email attachments to the treasurer of NAHO for approval.

**Preapproval & Receipts:** NAHO reimbursement policy is set by the Board of Directors and is subject to change. If you are unsure whether NAHO will reimburse you for a particular expense, prior approval is recommended, particularly for any expense that is out of the ordinary. Receipts must be provided for all reimbursements sought. Pursuant to current policy, Board members are reimbursed for one-half lowest cost airfare and one-half lodging cost for up to two nights for the mid-year meeting and up to five nights for the annual conference.

## I. TRANSPORTATION

### A. Air Travel

For locations serviced by regularly scheduled airlines, travel must be by air at *money-saving airfare by the most direct route*. If you do not make your airline reservations at least three weeks in advance of the travel, NAHO reserves the right to reimburse you only for the amount the air fare would have been had the air reservation been made in a timely manner. If you find it necessary to change an air reservation, any change fees, cancellation fees or penalties are your responsibility.

NAHO will reimburse baggage fees for only one bag each way and will not pay overweight baggage fees.

Parking, whether at an airport or a hotel, is only reimbursed under special circumstances and only with prior NAHO approval. If you believe your special circumstance warrants parking reimbursement, *advance approval by NAHO is required*.

### B. Ground Transportation

NAHO typically reimburses transportation between airports and hotels via an economical airport shuttle service. Taxi fares are reimbursed only under special circumstances *with advance approval by NAHO*.

Use of either private or rented automobiles to attend conferences or on other NAHO business is not usually reimbursed. If you plan to utilize your vehicle or to rent a vehicle for NAHO business and intend to seek reimbursement for those expenses, *advance approval by NAHO is required*.

When automobile travel is chosen for conference attendance for personal reasons, reimbursement will be limited to the money-saving airfare between the nearest airports in lieu of all other transportation expenses.

## II. OTHER EXPENSES

### A. Lodging

Section II(A) is designated only for reimbursement of lodging expenses for NAHO Board Members, presenters, and invited guests. NAHO does not pay for the lodging expenses of family members or friends sharing the same room or suite unless that person is a Board Member, presenter or invited guest of NAHO. If accompanied by someone, please ask the hotel cashier to indicate the single room rate on your bill. For NAHO conferences, lodging reimbursement is limited to the hotel selected for the conference and any other overflow hotel designated by the board. If you choose to stay at another location, you will be reimbursed up to the conference *host* hotel rate plus taxes and fees.

### B. Other Expenses

Legitimate and reasonable expenses related to NAHO business, including but not limited to NAHO conferences, awards, certification, membership, elections, merchandise orders, website and library, will be reimbursed as long as receipts accompany the reimbursement request. If you have questions as to whether reimbursement for a particular expense will be granted, *advance approval by NAHO is recommended*.

## NON-REIMBURSABLE EXPENSES

Expenses not listed above, including but not limited to meals, tips, early airline check-in/boarding fees, parking, last minute printing of conference materials, computer hook-ups, projector rental, wireless internet fees and phone charges, are not reimbursable.