NORTHERN ROCKY

PSIA-AASI NRM Reimbursement & Travel Policy (2026–2027)

General Submission & Documentation Rules

- **Submission Deadlines:** Authorized expenses incurred by board members, task force and committee members, education team members, staff, and other authorized representatives must be submitted on the current electronic Reimbursement Form within **14 days** of the expense. Under IRS Accountable Plan rules, any reimbursement request submitted more than **60 days** after the expense is incurred will be denied (or treated as taxable income if approved as an exception).
- **Fiscal Year-End Cutoff:** To accommodate the close of our fiscal year, all expense reimbursement requests for the 2026–2027 season must be received by the NRM Office no later than **May 1, 2027**. *(**Note: All hours worked and compensable travel time must be submitted promptly on your biweekly timesheet within 14 days of completing the event**.)*
- **Itemized Receipts:** Itemized receipts—showing the vendor, date, itemized purchases, and total paid—must accompany all expenses, including meals, lodging, airfare, parking, and other pre-approved expenses. *(Note: Fuel receipts are only reimbursed for rental cars or NRM-owned vehicles; personal vehicle travel is reimbursed via the mileage rate below.)*
- **Formatting & Submission:** Summary credit card slips and blurry photos are not accepted. Please combine all supporting documents into a **single legible PDF file** before uploading. If you cannot access the electronic form, email your PDF receipts and expense details to the NRM CEO (info@northernrocky.org).

Travel & Compensable Travel Time

- **Airfare vs. Mileage:** PSIA-AASI NRM will reimburse the least expensive economy airfare reasonably available. Mileage reimbursement will not exceed the cost of comparable airfare, and vice versa. Airfare purchases must be approved by the NRM CEO prior to booking. If a traveler requests a schedule change after booking, the traveler is responsible for the change fee; exceptions for severe weather or medical emergencies will be evaluated on a reasonable-person basis.
- **Compensable Travel Time (Non-Exempt Staff):** Non-exempt staff traveling to and from assigned events or mandatory training located **more than 100 miles** from their personal

residence are compensated for actual travel hours worked at the established NRM training/travel hourly rate in each direction.

- **Mileage & Carpooling Incentive:** PSIA-AASI NRM reimburses **$0.50 per mile** for authorized travel to and from events or meetings when driving a personal vehicle. Drivers who carpool with at least one other authorized NRM representative may claim an additional **$0.10 per mile** carpooling incentive (**$0.60 per mile total**), provided all passengers are listed on the reimbursement form. Only the vehicle driver/owner may claim mileage reimbursement.
- **Route & Mileage Verification:** Employees must record actual driving mileage and travel time on their electronic timesheet. Travel time and mileage are verified using a standard mapping service (e.g., Apple Maps or Google Maps) following the most expedient route.
- **Parking & Tolls:** Legitimate parking fees and highway tolls are reimbursed at actual cost with an itemized receipt.

Meals

- **Overnight / Out-of-Area Travel (> 100 Miles):** PSIA-AASI NRM reimburses actual meal expenses (with itemized receipts) up to **$68.00 per day** when traveling more than 100 miles from your personal residence and meals are not provided by NRM or the host resort. This includes mandatory training days.
    - **Per-Meal Guidelines:** Up to **$16.00** for Breakfast, **$22.00** for Lunch, and **$30.00** for Dinner *(up to the $68.00 daily combined maximum; if one or more meals are provided by NRM or the host resort, the daily maximum is reduced by the guideline amount for the provided meal(s))*.
- **Local / Same-Day Events (≤ 100 Miles):** When working within 100 miles of your personal residence, breakfast and dinner are not reimbursed. Lunch (up to **$22.00** with an itemized receipt) is reimbursed only when lunch is not provided and meets applicable business-meal criteria.
- **Business Meeting Meals:** Reimbursement requests for business meals must include an itemized receipt, a list of all attendees, and the specific NRM business discussed.
- **Alcohol Prohibited:** PSIA-AASI NRM does not reimburse for alcohol under any circumstances. Any alcohol on a receipt must be deducted—along with its proportional tax and tip—before submitting.

Lodging

- **Pre-Approval & Double Occupancy:** Lodging expenses must be approved in advance by both your Discipline Chair and the NRM CEO. Lodging is reimbursed at actual cost (room rate and taxes only) based on **double occupancy** whenever sharing a room with another NRM representative is an option. Itemized hotel folios must be submitted for reimbursement. If an individual chooses a single room or room upgrade when double occupancy is available, they are responsible for covering the cost difference above the double-occupancy rate. *(Exceptions apply when an odd number of representatives attend or for documented accommodation needs approved in advance by the CEO.)*
- **100-Mile Rule & Companions:** There is no lodging reimbursement for stays within 100 miles of your personal residence unless pre-approved by the NRM CEO due to severe weather or multi-day consecutive scheduling. Only authorized PSIA-AASI NRM representatives will be reimbursed; there is no reimbursement for family members, spouses, dependents, significant others, or pets.

*(Note: Before publishing, double-check two operational choices in the brackets/parentheses above: whether late submissions past 60 days are **denied** or **paid as taxable wages**, and whether you want to keep the **daily combined $68 meal cap** or enforce strict **per-meal caps**.)*