

NPAL Youth Mentoring Summit Travel Reimbursement Guidelines

- The registration fee for the Youth Mentoring Summit **is not** reimbursable through the grant; therefore, please do not include the registration expense with your reimbursement.
- Travel costs should be included as part of your regular reimbursement through the online reporting site.
- Travel costs should be included for the month in which they were incurred, but they should not be submitted before the event has taken place (Example: Flights purchased in May cannot be reimbursed until after they have been used in June).
- We encourage you to use the Travel Reimbursement Worksheet/Summary included to help streamline the reimbursement process.

Allowable costs, how to submit for reimbursement, and proper documentation

Flights:

- Regular Coach fare is reimbursable for each participant
 - ALLOWABLE
 - Luggage fees (if a receipt is provided).
 - NOT ALLOWABLE
 - Upgrades, costs for seat selection, onboard wi-fi, onboard purchases, flight cancellation protection or travel insurance.
 - PROPER DOCUMENTATION
 - Print out of online flight receipt that includes the itinerary, and shows the flight cost, names of all passengers, and proof of payment.
 - Receipts for baggage fees (not to exceed one standard bag per passenger).
 - NOTES
 - Flights that were purchased for the Summit but not used due to change of plans cannot be reimbursed under the grant. (Please check with your airline regarding their cancellation policy).

Local Transportation (home to airport/airport home):

- **Personal vehicle:** Mileage can be reimbursed for the drive from your home to the airport.
 - ALLOWABLE
 - Mileage driving to pick up staff or youth on the way to airport.
 - PROPER DOCUMENTATION
 - PDF of Google Map, Mapquest or other online mapping service showing the origination/destination location and mileage total.
 - HOW TO CALCULATE

- Calculate the total mileage reimbursement by taking the total mileage round trip and multiplying by \$.655. Showing your calculation will speed up the approval process.
- **Company vehicle:** If the vehicle used is owned by the organization, the organization can be reimbursed for gas to pick up staff and take to the airport. Use the same process as above.
 - **Note:** In addition to a mileage log (or Google Map/Mapquest showing the mileage traveled), gas receipts are required when being reimbursed for travel by organization vehicle. The amount requested for reimbursement needs to reasonably reflect the amount of gas used for mileage incurred.
 - **NOT ALLOWABLE**
 - If the vehicle is paid for by the city or other public entity, you cannot submit for reimbursement for mileage under the grant.

Airport Parking

- Parking at the airport is reimbursable if you have a receipt.
 - **ALLOWABLE**
 - On or off-site airport parking.
 - **PROPER DOCUMENTATION**
 - You must submit a receipt that includes the cost of the parking. A parking ticket without the amount printed on it is not acceptable.

Summit Transportation

- Transportation between the airport and the Bolger Center.
 - **ALLOWABLE**
 - Cost of taxi, Uber/Lyft, or shuttle between airport and the Bolger Center.
 - **NOT ALLOWABLE**
 - Taxi, Uber/Lyft, or shuttle transportation anywhere except between the airport and the Hotel.
 - **PROPER DOCUMENTATION**
 - Taxi, Uber/Lyft, or shuttle receipt.
 - **Note:** Receipts must include the start and end destination, date of the ride, and proof of payment.

Rental Car

- From home location to the Youth Summit.
 - **ALLOWABLE**
 - If a rental car was used to transport participants from the home location to the conference, this can be reimbursed up to the total amount that flights would have cost. (e.g., if flights from your location to the Washington, D.C. area round trip would have cost \$300 each and there are two people travelling in the same vehicle, maximum reimbursement = \$600).

- Costs that can be claimed towards the total to be reimbursed are rental car costs (minimum category for the number of passengers), gasoline, and tolls.
 - NOT ALLOWABLE
 - GPS Navigation Tool
 - Vehicle upgrades
 - Other add-ons/additional features
 - Vehicle Insurance fees
 - PROPER DOCUMENTATION
 - You must include itemized receipts of all costs being reimbursed.
 - You must include a PDF copy of a quoted cost for flights to Washington D.C. and note how many passengers were in the vehicle. Showing calculations of total cost will speed up the approval process.
 - Gas receipts must be included in order to be reimbursed for gas.
 - HOW TO NOTE IN REIMBURSEMENT
 - Include the amount to be reimbursed in the reimbursement request and note how many passengers were in the vehicle.
- From airport to hotel
 - ALLOWABLE
 - If a rental car was used to transport participants from the airport to the hotel, this can be reimbursed if you have documentation to show that this was cheaper than the cost of taxi, Uber/Lyft or shuttle.
 - PROPER DOCUMENTATION
 - You must provide written documentation from a taxi company, Uber/Lyft, or shuttle company to show what the cost would have been between the airport and the Hotel for your group. If you did not collect this beforehand, you should be able to contact one of the shuttle companies or taxi services to provide this for you.

Per Diem

- The amount of per diem is reimbursed for all attendees based on dates of travel. It is not necessary to save receipts for individual food purchases.
 - HOW TO CALCULATE
 - Per diem is \$79 for full days and \$59.25 for first and last travel days. Total per diem per person will depend on arrival and departure dates (refer to the Reimbursement Worksheet for details).
 - PROPER DOCUMENTATION
 - Per diem does not require receipt documentation. Number of attendees and travel dates will be confirmed by referring to flight and hotel receipts.

Hotel/Accommodation

- Staying at the Bolger Center
 - NOTE: The GSA lodging rate applicable to the Bolger Center is \$258+ tax. Please make sure to check hotel invoices while booking and prior to leaving

the hotel. If you are charged a rate above the GSA rate, please go to reception to resolve this as soon as possible. It will be easier to resolve any issues while you are on site. **National PAL will be unable to reimburse ANY costs associated with a lodging rate in excess of \$258+ tax per night (i.e., the reimbursable amount would be zero).**

- ALLOWABLE
 - Hotel room at or below GSA rate for mentees and chaperones
 - Occupancy Tax
 - Sales Tax
- NOT ALLOWABLE
 - Room service charges or any additional hotel fees.
- HOW TO CALCULATE
 - Submit for total of hotel costs including Occupancy Tax and Sales Tax **minus all food charges.**
- PROPER DOCUMENTATION
 - The Hotel folio is sufficient as documentation.
 - **Please strike through all food charges on hotel documentation. These will be reimbursed through per diem.**
- Staying at any other hotel – It is expected that all attendees will stay at the Bolger Center. National PAL will provide guidance in the event that an overflow hotel is required.