

**Travel Policy for the Board of Directors
National Pressure Ulcer Advisory Panel (NPUAP)
November 12, 2008**

The following items address travel reimbursement for NPUAP panel meetings and other business.

Mode of Transportation

Members have the option of using common carriers or private automobile.

Reimbursement will cover the lowest reasonable economy airfare. Reservations may be made through the travel agency designated by NPUAP or on own and should be made at least 30 days, but at a minimum, 14 days prior to departure to obtain the best airfare. Tickets bought close to travel will only be reimbursed up to the cost of a ticket purchased 14 days in advance.

Automobile travel to NPUAP board meetings and other meetings is reimbursed only as high as the reasonable economy airfare from the destination city; this includes mileage, tolls, and parking. The Board member is required to obtain the cost of the economy airfare and attach it to the reimbursement form. Reimbursement for automobile mileage will follow standard mileage reimbursement rates allowed by the Internal Revenue Service. If private automobile is used, the reimbursement for meals, lodging, and other expenses while traveling are limited to the dollar amount that is required during normal air travel time.

Automobile transportation from the member's home to/from the common carrier is reimbursed at current IRS mileage rate.

Transportation from the common carrier to/from the hotel is allowed by taxi cab, commercial shuttle, or subway. Limousine/town car services are not reimbursed.

Lodging

Arrangements for lodging for board meetings are made by the NPUAP. Members selecting to stay in other lodging sites will be reimbursed up to the amount of the NPUAP lodging contract for that board meeting. Lodging outside the arranged conference hotel must be approved by the NPUAP office one month in advance. No hotel expenses such as fitness center, in-room movies, mini-bar service, and Internet connection will be paid.

Lodging for other NPUAP business is made by the member at locations with reasonable rates.

Meals

Meals arranged by NPUAP for the panel meetings and/or other NPUAP scheduled meetings are a courtesy for members. Additional meal expenses at these times are not

allowed unless the person made arrangements with the NPUAP office at least 30 days in advance because of dietary restrictions.

The per diem amount of \$50.00 is allowed for meals and *includes* the meal, gratuities and taxes.

Reimbursement

Requests for travel reimbursement are submitted to the NPUAP office no later than 30 days after the trip has been completed. Receipts for expenses need to accompany the travel reimbursement form.