



# **National Association of Conservation Districts**

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## **Conservation Planning Boot Camp (CPBC) Reimbursement Policy and Procedures**

The National Association of Conservation Districts (NACD) received a grant from NRCS allowing for the full reimbursement of travel, lodging, and meal expenses incurred by district employees participating in the NRCS Conservation Planning Boot Camp Training in Lincoln, Nebraska.

Each participant or their conservation district is responsible for the upfront expense of travel to and from Lincoln, Nebraska, hotel lodging, and meals. After the training is completed, however, these expenses will be reimbursed. To receive reimbursement, each participant must submit the provided Excel Expense form and corresponding receipts to Phylis Vandevere at [phylis-vandevere@nacdnet.org](mailto:phylis-vandevere@nacdnet.org) (cc [finance@nacdnet.org](mailto:finance@nacdnet.org)) with participants name in the subject line within 30 days of completing the CPBC training.

For your convenience, the expense form will calculate each line and provide a total amount. All federal travel guidelines and per diem rates apply.

The following are reimbursable expenses, using the federal travel guidelines and per diem rates for each:

- Travel
- Lodging
- Meals
- Limited miscellaneous (i.e. laundry, airport parking, taxi – when no shuttle is available)

### **Detailed per diem rates:**

**Meals** - Per Diem rates will be paid in lieu of meal receipts- NO meal receipts are required, please do not submit meal receipts to NACD.

Per Diem Rate = \$38.25/day - the travel day to the training and the travel day back home from training.

Per Diem Rate = \$51.00/day - all other days (17 days), weekends included. (Daily Per Diem rates are also listed on the CPBC Expense form).

**Hotel** - \$91plus tax/day – NRCS has acquired a group rate at the Embassy Suites (March – June) and the Graduate Lincoln (July – October)

**Travel** - federal travel guidelines apply, the most economical travel method should be used.

If traveling by personal vehicle please include a copy of a MapQuest/Google Map document showing distance traveled from attendee's home location to training location. The reimbursable amount for mileage will be calculated at .545 cents per mile (the current federal mileage rate).

If traveling by air, include the full copy of the airline ticket receipt/itinerary. The full amount is reimbursable, including baggage fees and long term parking (receipts required).

Participants will not be reimbursed for travel back home on the weekends; only one trip to Lincoln, Nebraska and one trip back home are reimbursable.

The participants' Conservation District may choose to pay for portions of the employee's reimbursable expenses. Should expenses be reimbursable to both employee and their conservation district, two reimbursement forms must be submitted to NACD, (1 for the employee and 1 for the Conservation District). Clearly show on the reimbursement form/s who is the recipient of the reimbursement funds and the address to which the check should be sent. In other words, whose name and address should appear on the check?

Expenses not allowed for reimbursement:

- Alcohol purchases
- Lodging or meals expenses over the daily per diem rate
- Rental cars for weekend sightseeing adventures
- Extracurricular activities (e.g. movies, bowling, sporting events, concerts, etc.)