REGION III REIMBURSEMENT CRITERIA/WORKSHEET
FOR NATIONAL BOARD EXPENSES (Revised Sept. 17, 2021)

The National Board of Directors has three meetings a year (July and November, February or March at the national convention). The following expenses will be reimbursed by Region III to each of its two NBOD members.

1. ROOM
   Half of the negotiated cost for 2 nights if able to locate a roommate of the same sex or full cost if not able to locate a roommate of the same sex for the meetings (July and November)

   \[2 \times \text{__________} = \text{__________}\]
   Or

   Half of the negotiated cost for 4 nights if able to locate a roommate of the same sex or full cost if not able to locate a roommate of the same sex for the meeting (February)

   \[4 \times \text{__________} = \text{__________}\]

2. FOOD
   $40/day for 2 days (July and November)

   \[2 \times \text{__________} = \text{__________}\]
   Or

   $40/day for 4 days (February)

   \[4 \times \text{__________} = \text{__________}\]

3. SHARED BOARD EXPENSES (Transportation) for the Meeting in ______________________ on ______________ Were ______________.
   Roundtrip gas @ $.40/mile*  
   Parking  
   Roundtrip Airfare  
   Roundtrip to hotel  
   TOTAL  

TOTAL  

If your expenses were LESS than the SBE, the amount that you paid to NATRC = ____________

TRANSPORTATION EXPENSES #3 _____________
ROOM #1 _____________
FOOD #2 _____________
TOTAL (R3 OWES YOU) _____________

OR

If expenses were MORE than the SBE, the amount that was paid to you by NATRC. Transp. Exp. – Check = _____________

ROOM #1 _____________
FOOD #2 _____________
TOTAL (R3 OWES YOU) _____________

*When SBE are figured at national, $0.30/mile is used to calculate the figures. Region III pays $0.40/mile so there will be a slight difference. Whenever possible, it is suggested that NBOD members use a ‘hub’ such as Denver, Albuquerque, etc. as their departure point since this is usually the least expensive. A copy of this completed form will be sent to the Region III treasurer after each meeting in order to receive reimbursement.

NBOD member ____________________________________________________________