

REGION III REIMBURSEMENT CRITERIA/WORKSHEET FOR NATIONAL BOARD EXPENSES (Revised March 28, 2025)

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 x _____ = _____
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 x _____ = _____

2. FOOD

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

2 x _____ = _____

Or

\$40/day for 4 days (February)

4 x _____ = _____

3. SHARED BOARD EXPENSES (Transportation) for the

Meeting in _____ on _____

Were _____.

Roundtrip gas @ IRS mileage rate (\$.70/mile 2025)

Parking

Roundtrip Airfare

Roundtrip to hotel

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, the standard IRS mileage rate (\$0.70/mile for 2025) is used to calculate the figures. Region III also pays the standard IRS mileage rate. 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