



3. Finance

No: 07

Policy Title: Travel
Date Approved: August 26, 2004
Revision 1: January 10, 2009

I - POLICY

In order to minimize costs and promote partnership arrangements the following travel policies are recommended:

II - HOTELS

When the NSCA has a hotel partnership in place it is recommended the members of the NSCA Board use the hotel partner's facilities for all travel.

While travelling on NSCA business, it is required that NSCA Board members use the hotel partner's facilities.

Should a board member use a different hotel provider, the Board member must either provide proof no accommodations were available with the hotel partner or the costs were lower than those of the hotel partner to be reimbursed.

All Board members are required to attempt to minimize the hotel costs should no accommodations be available with the hotel partner.

III – CAR RENTAL

When the NSCA has a car rental partnership in place it is recommended the members of the NSCA Board use the car rental partner's vehicles for all travel.

Should a board member use a different car rental provider, the Board member must either provide proof no vehicles were available with the car rental partner or the costs were lower than those of the car rental partner to be reimbursed.

All Board members are required to attempt to minimize the car rental costs should no vehicle be available with the car rental partner