

**NASAA Travel Expense Form
- Guidelines -**

Please read these guidelines carefully before completing the form. If you have questions, contact Niki Branch at 202-552-0851 or niki.branch@nasaa-arts.org.

General

All travel expense forms should be submitted within three weeks of travel. Receipts or vendor invoices are required for the reimbursement of all expenses, with the exception of tips and mileage. Attach receipts to the completed form. Legible photocopies are acceptable. Be sure to include the business purpose of the trip.

Travel

NASAA reimburses for coach rate travel, to include choosing your coach seat. Any additional costs due to itinerary changes are the responsibility of the traveler unless approved in advance. You can obtain approval from NASAA prior to incurring an expense that is an exception to the reimbursement policy. If your ticket has been direct-billed to NASAA, please note this on the form.

NASAA will reimburse auto mileage at the 2026 IRS rate of 72.5 cents per mile. Please provide documentation of distance; a printout of driving directions is acceptable.

Lodging

NASAA reimburses for your room charge and any NASAA-related business expenses. You are responsible for all other incidental charges. If group rates are negotiated, NASAA reimburses only up to that amount.

Meals

NASAA reimburses according to the current government rates (see <https://www.gsa.gov/travel/plan-book/per-diem-rates>). The 2026 rate for Washington, DC allows a maximum of \$92 per day for meals and incidentals. Meal receipts must include full details of your purchase; the total slip with tip is not adequate. This is due to government grant guidelines. For group meals, include the name and organization of all individuals whose meals were paid for. Please indicate the exact amount of each meal on the form. Please request a separate receipt for adult beverages.

Other Expenses

NASAA reimburses expenses such as taxi and subway fares, parking fees, tolls, etc. Please provide receipts for public transportation if possible; a printout of trip and fare is also acceptable.

Return your completed NASAA Travel Expense Form and receipts to:

NASAA
Attn: Accounts Payable
1100 H Street NW, Suite 640
Washington, DC 20005
accounts.payable@nasaa-arts.org

NASAA Travel Expense Form

Please read the guidelines before completing this form. Receipt of your reimbursement payment will be delayed if this form is incorrectly completed. You may copy this form if you need more space. Be sure to attach appropriate receipts; legible photocopies are acceptable.

Name:	
Agency:	
Mailing Address for Check:	
City/State:	ZIP Code:
Purpose of Trip:	
Date of Trip:	
Signature:	
Daytime Phone:	

Check payable to (check one): Individual Agency

Was travel direct-billed to NASAA (check one)? Yes No Amount \$ _____

	Date	Description
TRAVEL/ LODGING		
		Subtotal

MEALS		
		Subtotal

OTHER		
		Subtotal
		TOTAL

Return your completed NASAA Travel Expense Form and receipts to:

NASAA
 Attn: Accounts Payable
 1100 H Street NW, Suite 640
 Washington, DC 20005
 accounts.payable@nasaa-arts.org