

NAIC FUNDED CONSUMER REPRESENTATIVE TRAVEL EXPENSE REIMBURSEMENT POLICY

INTRODUCTION

These guidelines apply to expenditures for the NAIC National Meetings and interim meetings of the NAIC. The Consumer Board of Trustees (CBOT) will review quarterly expenditure reports. In 2014, each funded consumer representative has been allocated up to **\$5,500 for reimbursement of travel expenses** for his/her participation in the national meetings and interim meetings. Each funded consumer representative will be reimbursed for expenditures incurred and reported in compliance with this travel policy, **up to \$5,500** for the 2014 term of his/her appointment. Other expenses incurred that are not specific to an individual funded consumer representative (e.g., group meals and conference calls) will be paid from the remaining funds budgeted for the Consumer Representative Program. Should the CBOT at any time, determine that the NAIC budget allocation is inadequate to cover these costs, the Board may make a request to the NAIC Executive Committee to allocate additional funds for funded consumer representatives.

The NAIC assumes no obligation to reimburse funded consumer representatives for expenses that are not in compliance with this policy. Any questions regarding compliance with this policy should be directed to the NAIC Market Regulation Manager.

EXPENSE REPORTS

To receive reimbursement, a NAIC funded consumer representative will need to fully complete and sign a NAIC expense report form and return it to the NAIC Market Regulation Manager for processing. The current expense report form and policy are located on the NAIC Consumer Participation Web site at http://www.naic.org/consumer_participation.htm.

To properly complete the expense report form, all expenses must be itemized for each day. **Original receipts are required for expense items of \$25 or more.** Receipts for airline tickets, hotel rooms, or other expenses paid directly by the NAIC must be attached to the expense reimbursement form.

The expense report shall include an explanation of any extraordinary items. Entertainment expenses, such as a group meal with other funded consumer representatives, must be detailed on page two of the expense report form and list each person (with their affiliation), whom are to be included with the group meal expense.

Completed expense report forms and receipts for all funded consumer travel expenses are required to be submitted in hard copy within 10 business days after returning from each trip.

REIMBURSABLE EXPENSES

Transportation

All funded consumer representatives airline travel arrangements must be made using NAIC's authorized travel agent, Acendas (ask for Kay Pierce). Kay can be reached at 1-800-722-6602, ext. 393; 913-671-7700; or kpierce@acendas.com. Upon identifying oneself as a NAIC funded consumer representative, Acendas will direct-bill airfare expenses to the NAIC.

Air travel shall be scheduled in advance to take advantage of special discount rates. No international travel is reimbursable unless pre-approved by the NAIC President. Domestic flights are defined as air travel to or from destinations within the continental U.S.

Use of personal automobiles and rail travel for NAIC business is encouraged where convenient and where such travel will result in cost savings over alternative modes of transportation. Reasonable expenses for trains, buses, subways, taxis and shuttle services are reimbursable. Automobile mileage is reimbursed at the IRS standard mileage rate. Parking costs are reimbursed for local airport parking. Long-term parking should be used for trips of more than one night. When a personal automobile is used, self-parking charges at the destination are reimbursable.

Reimbursement for rental automobiles must be pre-approved by the Market Regulation Director and booked using NAIC's authorized travel agent. Approval is typically granted only when the rental is less costly than alternative forms of transportation, or when car rental is the only reasonably available means of transportation.

Lodging

The NAIC negotiates contracts with hotels at the locations for NAIC interim and national meetings, in order to secure reduced room rates and other meeting facilities and services. For funded consumer representatives to be reimbursed for their lodging expenses during these meetings, they are required to use the NAIC's contracted meeting hotel.

For each of the national meetings, funded consumer representatives will need to fill out a NAIC Online Meeting Registration Form. Each funded consumer representative will be sent a link to the registration form via an email from Meetings Registration no less than two weeks prior to a meeting. Completing a registration form will ensure a representative receives the correct credentials to attend appropriate NAIC meeting sessions and gain access to additional meeting services not open to the public. Upon arrival at the meeting site, a representative should check in at the meeting registration desk to pick up their badge and registration packet.

After submitting your completed NAIC meeting registration, you will need to contact the NAIC Meetings representative denoted in your meeting invitation e-mail, with your planned arrival and departure dates. The NAIC Meetings department will then confirm your hotel reservation at the contracted meeting hotel and e-mail your hotel confirmation number prior to the meeting. Any subsequent changes to your hotel reservation must also be made by a NAIC Meetings Representative. Please remember, when checking out of the hotel after a meeting, you will need to request a copy of your hotel bill, (even though the hotel room charges will be directly billed to the NAIC for payment). This copy of your hotel bill must accompany your NAIC expense report

If a funded consumer representative chooses to stay at a different hotel during a meeting, they are responsible for making their own hotel reservations and the cost of these hotel expenses are not reimbursable by the NAIC.

Both Internet and computer access is available free to funded consumer representatives 24-hours a day in the NAIC Commissioner Services area, therefore, charges for in-room hotel internet access will not be reimbursed.

Meals

Actual expenses for meals shall be reimbursable, up to an average of \$50 per day per trip. This is not a per diem rate reimbursement. Original receipts are required to be submitted with your

expense report for meal amounts over \$25. Funded consumer representatives are encouraged to participate in meals (breakfast and lunch) provided in the reserved Regulator dining areas.

Tips

Customary and reasonable tips and gratuities are reimbursable.

Miscellaneous Travel Expenses

Hotel telephone charges for essential business calls and/or reasonable personal calls to the traveler's home can be reimbursed for trips involving an overnight stay.

NON-REIMBURSABLE EXPENSES

Personal Items

Convenience items (e.g., magazines, cigarettes, shoe shines, medicine, toiletries, laundry, dry cleaning, hotel movies, **in-room internet access**, health clubs, baby-sitting services, ATM fees, etc.) are **not** reimbursable.

Spouse Expenses

Travel expenses for spouses are **not** reimbursable, except where expenses are not separable (e.g., taxi/limousine expenses). If double room charges are incurred when a single room is available, only the single room rate is reimbursable.