NTLC
NATIONAL TRAFFIC LAW CENTER
NDAA

NTLC Travel Reimbursement Guide

Pursuant to the Federal Travel Regulations and NDAA travel policy, only **"out of town"** (*your home or workplace must be over 50 miles from the conference site*) attendees are eligible for reimbursement of travel expenses. If you are 49.9 miles away, you will NOT be reimbursed for any of your expenses.

1. **Login to Concur**
    a. How to Set up Two-Factor Authentication in Concur
    b. How to change your Concur Profile
2. **Add your banking information**
    a. How to Add your Banking Information to Concur
    b. You must successfully add your banking information to be eligible for any reimbursement.
3. **Book flight or capture driving cost comparison**
    a. How to Book a Flight Using Concur
    b. **Transportation to the Training Site- you must either fly or drive your personal vehicle.**
    c. **Flying**: Attendees flying will need to **book your tickets through our Concur platform** using the website and login information provided by the event coordinator. **Attendees should book the most economical and reliable flight option. Accepted attendees will be provided with login instructions for Concur.**
    d. **Driving: If you choose to drive,** per NDDA policy, we must show that driving is more cost-effective than flying.
    e. Please provide a screenshot of a roundtrip airline ticket from **our travel platform Concur** would cost at least 30 days in advance and
    f. Google Maps from your home/work to the training site.

    If you drive instead of fly, and driving is more expensive than flying, the Government will only reimburse the least expensive cost between the mileage and the comparison flight to get to the event site. This may result in a partial reimbursement of your travel costs. Should you prefer to drive, you are entitled to mileage reimbursement at a rate of $.70 a mile per current GSA Guidelines. NDAA/NTLC does not allow rental cars or reimbursement of rental cars

    Please keep receipts for **all** your expenses except food (flight itinerary showing price paid, baggage fees, ground transportation to and from the airport to the hotel, airport parking, hotel parking, tolls etc.).

4. **Confirm your lodging with the event coordinator.**
    a. We will be providing the hotel with a master room list, so you **do not** need to book your own hotel room. We will use the information you provided in your registration questionnaire. The deadline for us to submit the master rooming list is **3 weeks ahead of the event,** so if you have any changes, please let us know before that.

b. NDAA will provide one night lodging (or two with prior approval based on travel arrangements) at the course hotel if your home or workplace is over 50 miles from the conference site. This includes the room rate and all applicable taxes. At check-in, you will just need to provide your name and will be required to give a credit card for incidentals. Some hotels put a temporary hold on your card for a certain amount for incidentals and release the hold upon checkout. You will not be charged unless you incur incidental charges.

5. **Reimbursement report**
   a. **Reimbursements:** will be completed through NDAA's Concur Expense Platform. You will have 15 days from the conclusion of the event to fill out the reimbursement. Please keep ALL receipts (except food) as you will need to provide them for reimbursements. **Please Note: Reimbursements will be through electronic direct deposit using Concur, a Visa recognized Level 1 Service Provider/PCI compliant organization. NDAA may take up to 30 days after submission to process your reimbursement.**
   b. **Meals & Incidental Expense (M&IE):** If you are entitled to per diem, you may claim it when you file for reimbursement after the Conference. You do not need to submit receipts to receive per diem. The per diem rate for the training site is based on the GSA rate for M&IE. On the travel days, you are only entitled to 75% of that rate. You can learn more about the per diem on the GSA Website. **Please note: NDAA Travel policy requires a reduction of per diem if any meals are provided (including hotel breakfast).**
6. **Cancellation**

   a. If a participant cancels their airline ticket, the participant will be responsible for all travel-related NDAA Travel Policy costs incurred. Substitutions may be permitted; however, the participant may still be responsible for any airline change fees or fare differences required to transfer or modify an existing ticket.
   b. If a participant needs to cancel their hotel room, it should be done five (5) days prior to the check-in date. If NTLC NDAA incurs any expense for the room or other travel expenses, the participant will be responsible for these costs.
   c. Disclaimer: NDAA/NTLC reserves the right to amend or decline reimbursement expense requests to comply with NDAA/NTLC policy or otherwise comply with grant guidelines