

2025 NAHB Travel Reimbursement Policy



NAHB Travel Reimbursement Policy

APPROVED September 21, 2003 by the NAHB Board of Directors (as part of the Senior Officer Guidelines)

REVISED January 13, 2006 by the NAHB Board of Directors

UPDATED Hotel Rates January 1, 2007

REVISED September 8, 2007 by the NAHB Board of Directors (separated from the Senior Officer Guidelines)

REVISED September 26, 2008 by the NAHB Board of Directors

REVISED January 22, 2009 by the NAHB Board of Directors

REVISED September 15, 2012 by the NAHB Board of Directors

REVISED January 21, 2016 by the NAHB Board of Directors

REVISED July 28, 2018 by the NAHB Board of Directors

NAHB National Area and Associate Chairs will review the NAHB Travel Reimbursement Policy every three years beginning in 2007 and make recommendations for changes to the Board of Directors for their approval.

INTRODUCTION

This Travel Reimbursement Policy sets forth the terms and conditions under which NAHB will reimburse business travel expenses incurred while on official NAHB business. You are expected to use sound judgment and be mindful of costs when incurring travel expenses.

This Travel Reimbursement Policy applies to any member traveling on behalf of NAHB on preapproved NAHB business (collectively, "Traveler(s)").

Travel expenses to attend meetings scheduled in conjunction with NAHB's Leadership Council meetings are not reimbursable unless otherwise provided for in this policy.

A National Area and/or Associate Chairman attending any meeting at the invitation of the Chairman of the Board is eligible for one-night hotel at the rates established herein or the NAHB-negotiated hotel rate, whichever is smaller, if their attendance at the meeting requires an additional travel day. No expenses, other than per diem, shall be reimbursed.

Travel reimbursement policy

A. Advance Approval

All travel that is to be reimbursed must be approved in advance by the CEO, who has been designated this responsibility and authority. NAHB staff initiates this approval process by completing a Travel Approval Form in advance of the proposed travel and submitting the form to the office of the CEO. For NAHB Board travel to stand alone Board meetings, the advance approval is governed by virtue of Travelers serving on the Board or due to being a specially invited guest to the stand-alone Board meetings.

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Special circumstances related to travel should be discussed in advance with the Chief Financial Officer of the Association who has authority to approve exceptions to this policy.

B. Official Travel Dates

Official travel dates are documented on the Travel Approval Form and are provided by the NAHB staff liaison who completes the Travel Approval Form.

Official travel dates for the stand-alone Board meetings will be governed by the date of the first official day of meetings and will depend on the position held by the member on the Board. An appropriate number of travel days will be assigned depending on the travel time to meeting locations, meeting schedule, and any last-minute schedule changes as determined reasonable and prudent by the Chief Financial Officer.

C. NAHB Official Business Expenses that are Reimbursable

Note: The auditors require that all reimbursements include either the original or copy of receipts showing the amount of the expense and all pertinent details (e.g., flight itineraries with arrival and departure times). Credit card or bank statements will not be accepted in lieu of the original receipt. No entertainment expenses will be reimbursed (e.g., meals with other Travelers).

Airfare: (receipt required) ** see Section D for additional information

- Roundtrip coach (economy) airfare that is purchased 14 days in advance or purchased in the most cost-effective manner. The date of purchase must be shown on the receipt.
- Airline or travel agent service fees, baggage charges, and any other airline fees that are incurred for airline travel that are specifically related to the approved travel.
- Other incidental charges, such as priority seating, seat upgrade fees, early boarding, travel insurance, internet access, etc., are **not** reimbursable.
- Airline change fees are **not** reimbursable unless a documented business reason is provided.

Hotel: (receipt required)

- Pre-tax rate established for 29 major cities, all other cities at cost up to a maximum of \$280 a night. (See chart on page 6.)
- Taxes, resort fees, or other service fees charged by the hotel are reimbursable.
- Hotel internet charges for business purposes at a reasonable and prudent rate are reimbursable.
- Other incidental charges, such as movie rentals, fitness/health club charges, honor bar charges, laundry, etc. are not reimbursable.

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- If there are special circumstances and the pre-tax hotel rate is not available, advance approval is required by the Chief Financial Officer.
- Travelers are encouraged to use the most economical form of hotel parking available.

Mileage: (MapQuest/Google Map or other mapping documentation required)

- The use of personal cars for business will be reimbursed at the standard mileage allowance rate established by [IRS guidelines](#).
- Current mileage reimbursement rate is noted on the Travel Reimbursement Form.
- Mileage will be paid for transport to and from the airport, from home or place of business.
- Mileage will be paid if a personal car is used when it is less than or the same as airfare unless otherwise approved in advance by the Chief Financial Officer.
- Under certain circumstances taxi or car service expenses, e.g., Uber, Lyft, may be reimbursable if mileage charges are incurred. See *Rental Car* below.

Train: (receipt required)

- Roundtrip train fare, other than first class, should be purchased in the most cost-effective manner.
- Train or travel agent service fees, baggage charges, and any other train fees that are specifically related to the approved travel. Other incidental charges such as seat upgrade fees or change fees are **not** reimbursable absent a documented business reason.
- Train travel will be paid if the cost is less than or the same as airfare unless otherwise approved in advance by the Chief Financial Officer.

Ground Transportation: (receipt required)

- To/from the airport
- To/from the hotel to meeting site
- To/from officially-sponsored and documented meal or entertainment event
- Travelers are encouraged to use public transportation systems (i.e., hotel vans, airport shuttles and subways) in lieu of taxis if available and if more cost-efficient than a rental car.
- Use of private luxury car services such as limousines, sedans and Uber Black is not permitted. Under certain circumstances taxi or car service expenses, e.g., Uber, Lyft, may be reimbursable if rental car charges are incurred. See *Rental Car* below.

Rental Car: (receipt required)

- Rental car reimbursement will only be given at the rate of a full size or smaller vehicle. Member will cover any additional upgrades and must submit adequate documentation.
- Additional services including but not limited to insurance, GPS, satellite radio, and child seats are not eligible for reimbursement nor are the costs of upgrades beyond the cost of a full-size or smaller vehicle.
- Travelers should use sound judgement when choosing a fueling/refueling option and will only be reimbursed for up to one tank of gas unless extenuating circumstances apply (e.g., distance driven was unavoidable, etc.) Rental cars must be returned to the original rental location if drop-off charges or additional fees will be incurred by dropping the car off at an alternate location.
- Taxi or car service expenses, e.g., Uber, Lyft are not reimbursable during rental car term or while claiming mileage. However, to the extent a parking garage does not permit in-out service, or if it is otherwise safer and more cost-efficient to take a taxi or car service for the purposes of attending an officially sponsored meeting/event, such expenses shall be reimbursable.
- Travelers are encouraged to share rental cars where possible.

Parking: (receipt required)

- At origination of travel (airport, train terminal).
- At destination only if personal vehicle is used for principal travel or a rental car reimbursement is requested.
- Travelers are encouraged to use the most economical form of parking available.

Food and Beverage

- When food and beverage is provided at a meeting, Travelers are not eligible for meal reimbursement or a per diem regardless of whether the member participates in the meal.
- Meal expenses will be reimbursed against the stipend for travel and meeting days and up to the following amounts. These align with government meal per diem rates:
 - Breakfast - \$20.00
 - Lunch - \$20.00
 - Dinner - \$40.00
- Breakfast per diem can only be taken if travel begins before 9:00 a.m. and for dinner per diem if return travel ends after 6:00 p.m.

Other Reimbursable Expenses

- Tips within a reasonable amount will be reimbursed.
- Housekeeping tips will be limited to \$2.00 per day.
- Tolls are reimbursable (receipt required).

D. Additional Notes on Airfare

If the cost of traveling to an alternate airport is less than the primary meeting city airport (e.g., flying to Baltimore Washington Airport (BWI) instead of Washington Reagan National Airport), the airfare and accompanying costs are reimbursable with prior notification and documentation. For instance, if the cost of flying to BWI, taking a cab to the National Housing Center, and staying overnight is less than a flight in and out of Washington National Airport, those costs are reimbursable. Notification should be given in advance to the NAHB staff liaison responsible for setting up the meeting.

If the airline ticket is first class or was not purchased at least 14 days in advance, NAHB will reimburse only the amount of the airfare that could have been obtained from the point of departure to the meeting destination, on an advance fare, unless there are extenuating circumstances. Extenuating circumstances might include last minute notification of travel requirements and must be provided in writing. The reasonableness of airfare rates will be determined by the NAHB Operations representative who processes the Travel Reimbursement Form and using information from websites such as Expedia.

The use of personal aircraft is discouraged and at the discretion of the NAHB member. Reimbursement costs will be based on the roundtrip airfare, economy class, purchased 14 days in advance as determined by NAHB Operations staff processing the Travel Reimbursement Form.

E. Reimbursement Procedures

A Travel Reimbursement Form is required to be submitted with original receipts for all approved NAHB official business travel within 30 days of the completed trip. If received after 30 days, the CFO must approve the expense reimbursement. With the sole exception of travel occurring during the month of December, travel will only be reimbursed in the calendar year in which the travel occurred. Reimbursement requests for travel taking place in December must be submitted within 30 days from the date of travel to submit expenses. If the receipt contains a credit card number, please black out before submission.

The completed Travel Reimbursement Form should be submitted to the NAHB Operations staff or the appropriate NAHB staff liaison for processing and can be submitted electronically, fax or mail.

The Travel Reimbursement Form is posted on NAHB's website (NAHB.org) and can either be handed in at the meeting to a member of the NAHB staff or mailed to NAHB Operations.

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Reimbursement checks are sent directly from the Financial Services Group to the approved Traveler. Payment will not be made to third parties.

If an unusual situation results in expenses being incurred that are not eligible for reimbursement based on this policy, Travelers are encouraged to provide a written explanation of the situation when submitting the Travel Reimbursement Form. Also, Travelers are highly encouraged to ask questions in advance of travel if uncertain about what will be reimbursed.

F. Hotel Rates (pre-tax) for 29 Cities *(rates reviewed and adjusted annually)*

Hotel rates updated for 2025.

City	Amount	City	Amount
Anchorage, AK	\$300.00	Miami, FL	\$300.00
Atlanta, GA	\$230.00	Minneapolis, MN	\$240.00
Austin, TX	\$230.00	Nashville, TN	\$325.00
Boston, MA	\$340.00	New Orleans, LA	\$280.00
Charleston, SC	\$230.00	New York, NY	\$400.00
Chicago, IL	\$290.00	Orlando, FL	\$210.00
Cleveland, OH	\$205.00	Philadelphia, PA	\$290.00
Dallas, TX	\$260.00	Phoenix, AZ	\$270.00
Denver, CO	\$260.00	Reno, NV	\$215.00
Honolulu, HI	\$320.00	Salt Lake City, UT	\$220.00
Houston, TX	\$220.00	San Antonio, TX	\$240.00
Kansas City, MO	\$200.00	San Francisco, CA	\$330.00
Las Vegas, NV	\$270.00	Seattle, WA	\$240.00
Los Angeles, CA	\$280.00	St. Louis, MO	\$240.00
		Washington, DC	\$370.00

Cities not listed - hotel rate is \$280.00

Questions related to the Travel Reimbursement Policy and/or procedures should be directed to Cyndi McKinley at cmckinley@nahb.org.