

NAJIT FINANCIAL GUIDELINES

GENERAL GUIDELINES

1. Timeliness and detailed accounting: Requests for reimbursement are to be accompanied by receipts for expenses incurred, with the exception of minor gratuities, which should be itemized. They shall be submitted within 60 days of expenditure, within the current fiscal year, but in no case later than January 15 of the following year.
2. Travel: Members shall be reimbursed for actual cost of portal-to-portal travel from their home or office to the location of NAJIT business via the most economical mode consistent with their professional and personal responsibilities. All travel expenses to be reimbursed must be approved in advance by the NAJIT Chair and the NAJIT Treasurer.
 - a. Portal-to-portal expenses may include transportation to and from your local airport, economy airfare, standard checked bag fees, transportation to and from the destination airport and hotel. If driving, mileage is reimbursable at the GSA current rate. Tolls and venue parking expenses are also reimbursable when driving.

ANNUAL MEETING AND EDUCATIONAL CONFERENCE

1. Keynote speakers at the annual educational conference are entitled to be registered and participate in food and beverage functions without payment of any fee. In addition, reasonable travel and lodging expenses and/or an honorarium may be paid, provided the NAJIT Chair and the NAJIT Treasurer approve them in advance.
2. Presenters at the pre-conference seminars before the annual meeting and educational conference shall receive an honorarium in the amount of \$300 per three-hour session, or \$450 for a six-hour session. Pre-conference presenters may also be reimbursed for portal-to-portal (as described prior) travel expenses up to \$600. Pre-conference presenters shall be asked to present one session during the educational conference that is open to all conference attendees; if they do so, their registration fee for the educational conference is waived. Co-presenters split both the honorarium and the travel reimbursement amounts.
3. Presenters during the educational conference are entitled to receive a 15% discount off the member registration rate for the conference. They receive no other reimbursement of expenses.
4. In recognition of their time and energy, the Chair and the Co-Chair (if any) of the Conference Committee shall be reimbursed for reasonable travel and lodging expenses for the purpose of attending the Annual Conference. The Chair and Co-Chair (if any) shall be entitled to a reduced conference registration fee, equal to that offered to conference presenters. Regarding lodging, a maximum of three nights are reimbursable, at a per night maximum no greater than the NAJIT negotiated room block cost.

5. NAJIT shall bear the costs of all reasonable and customary audiovisual costs at the annual meeting and educational conference. In addition, NAJIT shall provide for the reproduction of materials that are submitted according to applicable deadlines.
6. Life members of NAJIT will receive a complimentary registration to one Annual Educational Conference following their designation as a Life member, and shall be recognized during that Annual Meeting. Thereafter, Life members will be eligible to register for the Educational Conference at the prevailing rate applicable to students.

Approved by the NAJIT Board of Directors November 16, 2004

Amended May 20, 2014

Amended May 2016

Amended September 2018