



NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY  
AND LEAVELL COLLEGE

## **NOBTS Conferences Travel Reimbursement Policy**

### **Air Travel**

- NOBTS will reimburse roundtrip economy class (main cabin, economy, etc) flights including one carry-on item for this event.
  - The party traveling will be responsible for any upgrades or added fees above economy.
- If a rental car is required this may be covered by NOBTS upon approval.

### **Mileage Reimbursement**

- Mileage will be reimbursed \$0.40 per mile driven or the lesser of a comparable travel option (such as a flight).

### **Meal Reimbursement**

- Less than 4 hours (one way) | No Meal Reimbursement
  - For parties traveling 4 hours or less, meals will not be reimbursed.
- 4 - 12 hours (one way) | Reimbursed 2 Meals per Travel Day (4 meals).
  - For parties traveling between 4 and 12 hours, two meals will be reimbursed for each day of travel to/from the conference.
- 12+ hours (one way)
  - Will be evaluated based on flights and travel time.

*All receipts (flight, mileage, and/or meal) must be submitted to the Conference office for reimbursement checks to be issued.*