



Southeastern Association of Fire Chiefs

Policy 2010-11/02 REV.III-2016-07 TRAVEL

1.0 PURPOSE

The Board of Directors of the Southeastern Association of Fire Chiefs has established this policy on travel by board members and staff to facilitate governance of the SEAFCA and provide clear and consistent guidance concerning reimbursement of expenses related to required attendance at regular and special meetings.

This policy is issued by the SEAFCA Board of Directors for the purpose of conducting SEAFCA business and to explain the process for the Association to fund or reimburse travel by staff, board members and other individuals traveling on Association approved business.

2.0 OBJECTIVE

Observance of this policy will promote timely, accurate and fair reimbursement of legitimate expenses incurred by Officers, Directors and Staff in performance of their duties while maintaining complete and accurate financial records for the association.

3.0 LIABILITY FOR EXPENSES

Officers, Directors and Staff shall be liable for expenses they personally and individually incur in conjunction with their attendance at a regular or special meeting of the Board of Directors. No member may obligate the Association to any expense without prior authorization.

Article 3 Section 8 of the Constitution allows the Board of Directors to authorize those expenses consistent with this policy and the needs of the association. The extent of such obligation shall not exceed the amount set forth in the approved annual budget of the association.

3.1 BOARD MEETINGS

Mid-Winter Board Meeting: The Association shall reimburse all qualified expenses {see Section 4.3} associated with attendance at the regularly scheduled Mid-Winter meeting of the Board of Directors for all board members and the Executive Director.

Annual Conference: The qualified expenses of all board members and the executive director in conjunction with their attendance shall be reimbursed in part or in full based on the member's employer or association shared travel funding.

- A.** Meals: All Board group meals in conjunction with Board meetings for board members only will be the responsibility of the Association.

3.2 SPECIAL MEETINGS

The qualified expenses {see Section 4.3} of board members whose attendance is requested by the President at a special meeting shall be reimbursed in part or in full based on the member's employer or association shared travel funding, unless otherwise limited by the Board of Directors.

3.3 COMMITTEE MEETINGS

The qualified expenses {see Section 4.3} of committee members to attend a meeting in reference to the work of the committee shall be reimbursed in part or in full based on the member's employer or association shared travel funding, unless otherwise limited by the Board of Directors.

3.4 SPECIAL EVENTS

The Board of Directors may approve for a member or members to attend a special event or function that promotes the mission and goals of the SEAF. All travel expenses subject to reimbursement shall be approved by the Board of Directors.

DISCLAIMER: All expenditures shall be governed by the board approved operating budget within the fiscal year of requested funding.

4.0 REIMBURSEMENT REQUIREMENTS

To facilitate the purpose and objectives of this policy; Article 5 Section 3 of the Constitution allows the Board of Directors to authorize those expenses consistent with this policy and the needs of the association. The extent of such obligation shall not exceed the amount set forth in the approved annual budget of the association.

The following requirements have been established for its members and staff seeking reimbursement of travel expenses related to their attendance at regular meetings and special meetings of the Association's Board of Directors.

4.1 FORMS

Request for reimbursement of travel expenses shall be submitted only on the form provided by the Executive Director for this purpose. This form shall list the qualifying expenses and provide space for individually documenting and substantiating all claims.

4.2 TRAVEL ARRANGEMENTS and DOCUMENTATION

Travel by airplane shall be booked no less than four (4) weeks prior to the event, although booking six (6) weeks in advance is encouraged to possibly obtain less expensive fares. It is preferred to use Expedia as the online booking agency because of the revenue share the Division receives through FireRescue GPO. Each member will be responsible for booking his/her flight. Mileage will be reimbursed from the MapQuest mileage. FOR ATTENDANCE AT THE ANNUAL LEADERSHIP CONFERENCE BOARD MEMBERS SHOULD NOT MAKE DEPARTURE PLANS BEFORE NOON ON THE DAY OF THE LAST BOARD MEETING. THIS WILL FACILITATE BEING IN ATTENDANCE TO CONDUCT BUSINESS AS A NEW BOARD.

4.3 QUALIFYING EXPENSES

One of the following expenses shall be deemed reimbursable:

- A. Airfare
- B. Vehicle Expense
 - I. Personal Vehicle – Mileage @ \$.40/mile based on MapQuest miles round-trip.
 - II. Employer/Government Vehicle – Fuel expense (with submitted receipts showing dates of travel) ONLY if not paid by employer.

Members using a Fire Department, City or County vehicle shall not receive mileage reimbursement, however still may qualify for fuel reimbursement, if applicable.

- B. Mileage to and from the airport and the member's place of residence; privately owned vehicles {POV} may be used for Official SE AFC business. POV travel will be reimbursed at \$.40/mile. **No mileage shall be paid if using a Fire Department or City vehicle.**
- C. Hotel accommodations in compliance with the meeting agenda, normally from the day prior to the beginning of the meeting through the day of the meetings conclusion. Accommodations shall be at the official hotel designated for the meeting and or conference.
- D. Parking tariffs at the departure airport, place of lodging or restaurants visited during the course of approved travel.
- E. Highway and bridge tolls.
- F. Ground transportation to and from the hotel and restaurants when complimentary transportation or a personal vehicle is not available.
- G. Car rental with prior authorization of the Board when complimentary transportation is not available.
- H. Registration for the annual conference will be complimentary for board members. Spouse registration will also be complimentary.
- I. Receipts must be submitted for all expenses claimed for reimbursement.

4.4 INELIGIBLE EXPENSES

The items and expenses listed below shall be considered ineligible for reimbursement by the Association. This list shall not limit the authority of the Board of Directors to deny reimbursement of any other claims. Nothing in this policy is intended to limit or prevent a member from incurring such charges at their own expense or claiming reimbursement from other sources.

- A. Items and expenses not supported by original receipts as required by 4.3
- B. Items and expenses not listed in 4.3.
- C. Meal expenses
- D. Alcohol, movies, other personal expenses.

- E. Items and expenses not reasonably associated with attendance at a meeting as determined by the Board of Directors.
- F. Special meetings or events such as NFPA, ICC, CFSI, etc, unless approved by the Board of Directors.

4.5 SUBMISSION

Claims for reimbursement not presented for payment within 30 days of the last date on which expenses claimed were incurred shall not be paid without the approval of the Board of Directors.

4.6 PAYMENT

Expense claims that meet the requirements of this policy shall be approved by the Executive Director and shall be immediately loaded on a travel card or reimbursed by direct deposit.

5.0 RECORDS

The Executive Director shall retain expense reimbursement records for the period prescribed by law. Expense reimbursement claims and payment records shall be furnished to the Audit Committee or the Board of Directors for inspection upon request.

6.0 REVISIONS

The Executive Director shall review this policy annually for consistency with Internal Revenue Service regulations and good accounting practice. The Executive Director shall advise the Board of Directors on any adjustments that may be needed. The Board may revise this policy whenever it is otherwise deemed necessary to do so in the best interests of the Association.

This policy was adopted this 2nd Day of November, 2010

Amended and Adopted by the Board of Directors on this 5th day of May, 2015
Amended and Adopted by the Board of Directors on this 5th day of August, 2015
Amended and Adopted by the Board of Directors on this 12th day of July, 2016

Lisa Moatts
Executive Director SEAFAC

Chief Wally Possich
Constitution & By-Laws Committee Chair