

MAINE
GOVERNMENT FINANCE OFFICERS ASSOCIATION

ADMINISTRATIVE POLICY

SUBJECT:	TRAVEL REIMBURSEMENT POLICY
ADOPTED:	August 11, 2010
AMENDED DATE:	n/a
REVIEW DATE:	

I. **PURPOSE** – The Maine GFOA must balance the need to control travel costs while encouraging volunteerism and reimbursing board members for out-of-pocket expenses. This policy identifies what travel expenses may be reimbursed to board members and under what circumstances.

II. **MILEAGE, TOLLS & PARKING**

- a. **Board Meetings** – board members may be reimbursed the cost of travel to include: mileage based upon the IRS per diem rate per mile, tolls, and parking when required to attend business meetings that are held independent of Association sponsored training or conferences or are not reimbursed by their current employer. Commuting with other board members is strongly encouraged when it is convenient for the members involved.
- b. **Conference Scheduled Board Meetings** – board members will not be reimbursed for mileage, tolls, and parking to attend board meetings that are scheduled in conjunction with other training sessions or conference events, unless proposed reimbursement is presented to the Board for special consideration and authorization.

III. **Lodging & Meals**

- a. **Reasonable Distance Reimbursement** – recognizing the Board is comprised of members from various municipalities throughout the state and the distance traveled to attend Board meetings can be lengthy, board members may be reimbursed for overnight accommodations at the corporate rate when length of travel exceeds 150 miles, one way from their municipality to the meeting location. Meals will either be furnished at the member’s expense or as part of the Board meeting.
- b. **Subcommittee Meetings** – The President of the Association may deem it necessary to form project subcommittees. It is the Association’s preference that subcommittee communication be conducted via e-mail or conference call. However, if a face-to-face meeting is necessary, the President should pre-approve such meetings and the estimated travel costs.

Travel reimbursements made to board members should utilize the attached Travel Reimbursement Form.

It is the intent of the MGFOA Executive Board to review this policy annually and update as necessary.