

ADMINISTRATIVE PROCEDURE

SUBJECT: TRAVEL & TRAINING EXPENSE POLICY & PROCEDURE

CREATED: December 7, 2010

AMENDED: November 3, 2017

STATEMENT:

This document establishes a Travel and Training Expense Policy for travel and attendance of Risk Management and Pooling training opportunities (as specified in this Policy).

POLICY:

MBASIA will reimburse Members for expenses incurred while traveling to training opportunities for Risk Management or Pooling training opportunities with the restrictions noted in the Procedure section of this policy. It is in the best interest of MBASIA and its Members for all Board Members, or employees designated by Board Members, to attend Risk Management, Pooling, Workers Compensation, and Employment Practices Liability training opportunities.

Should any element of this policy be in conflict with a Member City's travel policy, the City's Travel Expense Policy shall govern.

PROCEDURE:

Prior to finalization of the annual budget and the annual billing for a given Program Year, MBASIA will evaluate the appropriate level of funding to be added to the Administrative Budget for the next fiscal year to be used to reimburse the representative for allowable expenses related to MBASIA business.

- 1) Funds will be added to the MBASIA budget under a new line item – MBASIA Travel and Training
- 2) Members will submit expenses on the attached Expense Claim Form for reimbursement.

Allowable Expenses –

- A) Lodging: Expenses are not to exceed the rate secured by the Program Administrators or Conference Host. Accommodations must be considered a reasonable distance from the Member City so that rooms are only booked as necessary. If a hosting site has been established at a conference, it is encouraged to stay at the host site. Room services and mini-bar charges are specifically excluded from reimbursement under this Policy & Procedure; however hotel room internet fees will be reimbursed.

B) Meals: The daily allowable expenses are *not to exceed* \$65 per day and individual meals *not to exceed* the following:

\$15 - Breakfast

\$20 - Lunch

\$30 - Dinner

C) Transportation: Members will plan ahead to obtain the lowest available airfare and auto reimbursement shall not exceed the lowest available airfare.

D) Parking: The lowest available rates shall be used. If parking at an airport, long term parking should be utilized.

E) Training: Expenses for registration or expenses incurred to attend a training opportunity will be reimbursed. Please confirm lowest cost available through Program Administrator.

If a Membership Fee + Conference Registration is equal to or less than the cost of a Non-Member registration, MBASIA will reimburse both the Membership Fee and Registration.

F) Annual Maximum: Each Member Agency will have a \$2,000 annual cap for all expenses.

3) Receipts are required for each of the items listed above.

4) The Expense Claim Form is to be signed by the Member Representative and reviewed by the Program Administrator and Treasurer.

5) The original Expense Claim Form and one copy should be forwarded, with all applicable receipts, to the Program Administrator of MBASIA within 30 days of meeting¹. Subject to review and approval, reimbursements will be processed within 45 days of receipt. Checks will be sent directly to member representative.

6) Unused funds will be applied to the next fiscal year's Travel Budget.

¹ Requests that are received later than May 15th will be reimbursed after the program year close out. Expenses for the June Meetings will be paid during the next fiscal year.