



Southeastern Association of Fire Chiefs Travel Policy

Updated March 10, 2010

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 at the discretion of the President of the SEAFCA for the purpose of conducting SEAFCA business.

2.0 OBJECTIVE

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

3.0 LIABILITY FOR EXPENSES

Officers and directors shall be personally and individually liable for expenses they themselves incur in conjunction with their attendance at a regular or special meeting of the Board of Directors. Unless otherwise authorized to incur expenses on behalf of the association by the president, no member may obligate the association to an expense without prior authorization. The president may authorize only 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 REGULAR MEETINGS

- A. The association shall reimburse all qualified expenses associated with attendance at the regularly scheduled January meeting of the board of directors for the president, first vice president, second vice president, international director, past president, state directors, chaplain and executive director.
- B. The qualified expenses of the executive committee, executive director and chaplain in conjunction with their attendance at the annual conference shall be reimbursed fully.
- C. Only the qualified expenses of state directors incurred in conjunction with their extended attendance at the annual conference to be present for board meetings before and after the conference shall be eligible for reimbursement.
- D. The qualified expenses for board members whose departments do not cover expenses to travel to the annual conference will be covered upon approval of the president.

3.2 SPECIAL MEETINGS

The qualified expenses of board members whose attendance is requested by the president at a special meeting shall be reimbursed fully, unless otherwise limited by the president.

3.3 COMMITTEE MEETINGS

The qualified expenses of committee members to attend a meeting in reference to the work of the committee shall be reimbursed fully, unless otherwise limited by the president.

4.0 REIMBURSEMENT REQUIREMENTS

To facilitate the purpose and objectives of this policy, the Board of Directors has established the following requirements for its members and staff seeking reimbursement of travel expenses related to their attendance at regular and special meetings of the association’s board of directors. It has also directed its executive director to adhere to and enforce this policy to ensure financial accountability.

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. Expenses shall be itemized by category and by the date on which the expense was incurred. The expense claim total and subtotals itemizing expenses by category and date shall be shown.

4.2 DOCUMENTATION

Original receipts shall be submitted for all expenses in excess of \$60.00. Claims for reimbursement of airfare shall include an original copy of the airline passenger receipt. For ticket-less airline travel, the airline or travel agency invoice/itinerary showing receipt of payment is acceptable documentation.

4.3 QUALIFYING EXPENSES

The following expenses shall be deemed reimbursable pursuant to this policy, except as otherwise provided in 4.4, below:

- A. The lesser of return airfare or mileage to and from the member’s place of residence and the meeting place. Mileage shall be reimbursed at the current government rate. This shall not prohibit nor require a member to travel by rail or other mode of transportation to attend a meeting, provided the expense claimed does not exceed the lesser of the mileage or airfare rates.
- B. Mileage to and from the airport and the member’s place of residence.
- C. Hotel accommodations from the time of departure to the time of return to the member’s place of residence. Accommodations shall be at the official hotel designated for the meeting or a comparably priced, business-class hotel.
- D. Meals, food, beverage and tips up to \$60.00 per day. A full day rate will be applicable when the individual departs on the morning and returns in late afternoon. Otherwise, reimbursement for meals and tips will be:

Breakfast	\$13.00
Lunch	\$17.00
Dinner	\$30.00
- E. Parking tariffs at the departure airport, place of lodging or restaurants visited during the course of covered travel.
- F. Highway and bridge tolls.
- G. Ground transportation to/from the hotel and restaurants when complimentary transportation or a personal vehicle is not available.
- H. Car rental with prior authorization of the president when complimentary transportation is not available.

- I. Telephone, fax and miscellaneous incidental expenses when necessary to facilitate attendance at or conduct of association business.
- J. Registration for the annual conference will be complimentary for board members.

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 president or 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 4.2.
- B. Items and expenses not listed in 4.3.
- C. Meal expenses exceeding \$60.00 per day unless otherwise authorized by the president.
- D. Alcohol, movies, other personal expenses.
- E. Items and expenses not reasonably associated with attendance at a meeting as determined by the president.

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 president.

4.6 PAYMENT

Expense claims that meet the requirements of this policy shall be approved by the executive director and paid within 10 working days of their receipt at the association office. Partial payments shall be made when ineligible expenses cannot be reimbursed. An explanation of the reasons for partial payment shall be provided to the claimant with such payment. If additional documentation or corrections can eliminate the cause for denying a claimed expense, the requirements for resubmitting the claim shall be fully explained to the claimant at the time payment is presented.

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 treasurer for inspection upon request.

6.0 REVISIONS

The Board of Directors shall review this policy annually for consistency with Internal Revenue Service regulations and good accounting practice. The board may revise this policy whenever it is otherwise deemed necessary to do so in the best interests of the association.

7.0 TRAVEL ARRANGEMENTS

All travel arrangements for SEAFRC business shall be made via the best available option (i.e., recognized travel agent, website or airline).

These arrangements will be billed directly to the SEAFRC Credit Card with prior approval of the Executive Director.