



# **Travel and Expense Policy**

Revised: August 1, 2024

<b>PERMA Travel and Expense Policy Change Record</b>	
<b>Date</b>	<b>Description of Change(s)</b>
December 10, 1998	Policy updated by the Board
June 1, 2006	Policy updated by the Board
March 1, 2007	Policy updated by the Board; changed language from Board Members to members.
November 2, 2017	Policy updated by the Board; updated language to include appeals process and clarification of policy.
March 3, 2022	Clarified industry risk control conferences; eliminated travel advancement language
August 1, 2024	Clarified PERMA meetings are eligible for reimbursement; increased daily meal allowance to \$100; updated policy language to be more concise. Removed reimbursement form from policy (it is a separate form that is updated annually).

## TRAVEL AND EXPENSE POLICY

### PURPOSE:

To establish uniform guidelines for PERMA Board of Directors, Alternates, and other appointees (hereinafter "Members") and designated staff regarding travel and expense reporting that arises in the course of conducting PERMA business.

### A. GENERAL POLICY

Attendance at meetings and conferences serves as a vital forum for the exchange of ideas, a networking benefit, and ultimately a tangible benefit to PERMA and its membership.

PERMA employees and Members are occasionally required to expend PERMA funds. This is accomplished by placing expenditures on the PERMA credit card or by spending one's own funds and requesting reimbursement from PERMA.

The following policy is intended to address reasonable expenses of business meetings and travel, and the reporting thereof, and may not be all inclusive. The reasonableness of any unforeseen situations will be decided by the Executive Director for staff expenditures and by the Executive Committee for Member expenditures.

PERMA shall pay for associated expenses, as defined in this policy to eligible members, for attendance to the following PERMA approved conferences:

- AGRIP
- CAJPA
- CALPELRA
- COSIPA
- Liebert Cassidy Whitmore Public Sector Employment Law Conference
- PARMA
- PRIMA

Risk Management conferences and seminars not listed above are subject to approval by the Executive Director.

PERMA will additionally reimburse travel expenses related to attendance at the PERMA Board of Directors and Executive Committee meetings.

### B. PROCEDURES

#### 1. Responsibility

It is the duty of each employee and Member to exercise sound and reasonable judgment in the conduct of PERMA travel.

Finance will verify credit card receipts with the expense report.

The Executive Director shall administer the expenditure of travel funds in accordance with appropriations made by the Board of Directors in the annual adopted budget.

For employees, the decision of the Executive Director shall be final in all cases where conflicts on reimbursement or allowable expenses exist. A Member may appeal decisions of the Executive Director to the Executive Committee. The Executive Committee decision shall be final.

2. Travel Authorization

Official travel by PERMA employees and Members requires prior written authorization.

Attendance at professional conferences is open to PERMA Board Directors, Alternates, and member agency staff approved by the Director for that agency. Requests will be taken on a first-come, first-served basis. Members that wish to attend a conference and seek reimbursement from PERMA should contact PERMA staff a minimum of 60 days prior to the conference to confirm eligibility. The Executive Director may decline a Member's request based on the availability of funds and the Member's participation in PERMA. As a minimum, the Member's Board Director or Alternate must have attended 50% of the meetings held during the year preceding the conference, or since appointment, for an individual from the Member agency to be considered eligible for conference reimbursement. A maximum of two (2) individuals from each member agency are eligible to receive reimbursement each fiscal year.

The traveler is required to complete and file a "Claim for Reimbursement of Travel Expenses" form within 45 days of travel if the trip involved reimbursable expenses.

3. Advance Reservations - Cancellation

Employees and Members are encouraged to make reservations for any meeting, convention, lodging, or airfare for which PERMA would bear the cost, which he or she is planning to attend, in sufficient time to allow for lower airfare or reservation costs to be obtained.

Cancellations that result in expenditure of PERMA funds will be reviewed on a case-by-case basis by the Executive Director to determine whether the employee or Member may be held responsible for the cost.

4. Transportation

Individuals requesting official travel should attempt to travel by the means most economical to PERMA. In selecting a particular method of transportation, consideration shall be given for the total cost to PERMA which will result, including overtime, lost work, and actual transportation costs.

A. Automobile Travel

Net mileage will be reimbursed at the current maximum mileage reimbursement allowed by the Internal Revenue Service. Net mileage equals round trip mileage minus any non-business personal miles.

When traveling by car, mileage reimbursements may not exceed the cost of available coach airfare from the same points of departure and destination.

When the use of public air carrier transportation is approved, private automobile use to and from the airport shall be reimbursed for all allowable miles as indicated above.

Commercial auto rental will be allowed if necessary and alternative personal or public transportation is unavailable or unreasonable.

B. Air Travel

Air transportation will be acquired at the most economical fare available. Selection of airport utilized shall be based on factors of location, convenience of flight schedules and most importantly airfares.

Airport parking is an allowable expense.

Ground transportation, such as courtesy shuttle service, buses, taxis, or group limousine service may be utilized to and from airports. Reasonable costs for such services are reimbursable.

5. Lodging

Lodging shall be obtained at the most reasonable rate available for safe, clean and convenient accommodations. Factors such as proximity to destination and prevailing rates should be considered for reasonableness. Overnight stay is allowable if one day's travel time is burdensome.

Conference headquarter hotels may be first choice as they provide convenience and may reduce transportation time and costs between meetings and conference sites, but must also be selected given room rate consideration.

Lodging should not exceed the group rate published by the conference sponsor, or if that is not available at the time of booking, rates available for comparable lodging that is consistent with the requirements of this policy. Government and group rates offered by a provider of transportation or lodging services shall be used when available.

A. Regular Lodging

An employee or Member is expected to make reservations well in advance whenever possible and to take other actions to ensure that lodging is secured at moderate rates. Lodging shall be limited to the minimum number of nights required to conduct the assigned PERMA business. If an employee or Member chooses to arrive earlier or stay later than the length of time required for PERMA business, the additional lodging and other expenses related to this decision are the individual's personal responsibility and such expenses(s) should be properly deducted from bills and other receipts.

B. Family Member Accompaniment

There is no objection to a spouse and/or other family member(s) accompanying an employee or Member on a PERMA business trip, provided that their presence does not detract from the performance of PERMA duties. The attendance at the meetings and conferences by such family member(s) of PERMA employees and Members is to be

considered a sole expense of the individual employee and/or Member, and all differences in costs brought about by the attendance and/or accompanying travel of such family member(s) shall not be borne by PERMA.

6. Meals

All meals that are reasonable and customary are allowable at actual costs, including tips and room service charges, subject to a maximum daily limit of \$100.

Expense claims for meals shall include the receipts, amount, and date the expense was incurred, plus purpose of meeting.

If receipts are unavailable, the reimbursement will be limited to the current Internal Revenue Service rate.

7. Other Allowable Expenses

- A. Incidental transportation expenses, such as streetcar, bus, taxi, car service, ferry fares, bridge, toll road, and vehicle parking fees;
- B. Telephone, Wi-Fi, or facsimile charges for official PERMA business;
- C. Fees and tips paid to waiters, porters, baggage handlers, bellhops, hotel maids, and other service personnel;
- D. Business related entertainment functions that are attended to promote PERMA related business objectives are allowable, if detail is provided stating who attended, what subjects were discussed, and the dates and time of such event.

8. Non-Allowable Expenses

Personal expenses are not allowable. These may include, but are not limited to:

- A. Barber and/or beauty shop charges
- B. Fines for traffic violations
- C. Private automobile repairs
- D. Expenses of any persons accompanying the employee or Member on the trip
- E. Purchase of personal or sundries items
- F. Fitness/health facilities
- G. Games of golf, tennis, racquetball, etc.
- H. Alcoholic beverages

9. Settlement of Travel Expenses

Travelers, on PERMA business, are responsible for the accurate preparation of their reimbursement claims, and the responsibility of omission or commission cannot be shifted to another individual.

Travel expenditures will be reimbursed if they are authorized and within budgetary constraints, all proper forms have been completed and signed, and receipts are attached. Reimbursements shall be approved by the Executive Director (refer to FORMS Section).

Any expenses that do not fall within this adopted travel reimbursement policy shall be approved by the Executive Committee, in a public meeting before the expense is incurred.

#### C. FORMS

The "Claim for Reimbursement of Travel Expenses Form" should be utilized for travel and expense requests. A proper audit trail, which includes supporting receipts, is necessary to comply with travel requirements.

Meal and business entertainment receipts must identify names of who attended and what business matters were discussed. Itemized hotel bills are needed rather than, or in addition to, lump sum receipts. Monthly credit card bills are not to be used in lieu of the actual charge receipts. Expense items for which no receipts are available must be identified as such. These should be kept to a minimum and the Executive Director or approving authority has the ability not to allow reimbursement for expenses without appropriate receipts.

The claimant must sign the expense report certifying its correctness. Expense reports are submitted to the Executive Director, within 45 days of the conference attendance, for review and approval.