



Expense Reimbursement Policy

Governance Section: Finance

Revision Date: March 27, 2025

Page: 1 of 2

Purpose

1. To foster an engaged and informed leadership by removing financial barriers related to travel; and
2. To encourage attendance at Executive Committee (EC), Board, and Committee meetings; and
3. To provide financial support to develop new governance leaders for the purpose of succession planning; and
4. To establish to whom, when, and to what extent the Pool will pay and/or reimburse for attendance at EC, Board, and Committee meetings; and
5. To establish rules to whom, when, and to what extent the Pool will pay and/or reimburse for expenses related to Pool business travel by EC, Board, Committee members, and guests.

Authority

1. Interlocal Agreement, Section 3 (all things necessary to accomplish all lawful programs; and
2. Bylaws, Section 43 (reimbursement of expenses); and
3. Governance Policy: Duties, Responsibilities, and Development of Board and EC members

Policy Statement

This policy outlines who is eligible for travel expense reimbursement, under what circumstances, and how much will be reimbursed. If the Member has paid the expenses of an individual, the Pool shall reimburse the Member upon presentation of appropriate documentation and in accordance to this policy.

1. WHO IS ELIGIBLE FOR REIMBURSEMENT

- 1.1. The Pool will reimburse travel-related expenses for up to three Member employees for attendance at quarterly Board meetings. These three can be any combination of Member employees or Officers: Board Members, Succession Candidates and/or other Member employees as Guests.
- 1.2. The Pool will reimburse travel-related expenses for a new primary Board member to attend two EC meetings (not associated with a quarterly Board meeting) during their first 12 months of service as established by the Duties, Responsibilities, and Development of Board and EC Members Policy.
- 1.3. The Pool will reimburse travel-related expenses for Committee members to attend Committee meetings.
- 1.4. The Pool will reimburse travel-related expenses for Committee Chairs to attend EC meetings for the purpose of reporting on Committee activities.
- 1.5. The Pool will reimburse a Board member for out of state training events as established by the Duties, Responsibilities, and Development of Board and EC Members Policy.
- 1.6. The Pool will reimburse travel-related expenses incurred by third-party attendees whose presence is essential for conducting business at meetings. Third-party attendees are approved by the Executive Director. Third-party attendees with pre-approved contracts for services will be reimbursed according to the terms of their contract. In the absence of a pre-approved contract, the Pool will follow the guidelines outlined in this policy.

2. EXPENSES ELIGIBLE FOR REIMBURSEMENT

- 2.1. The Pool will reimburse actual and reasonable travel-related expenses. All expenses more than \$25 shall be supported by receipts. These expenses include:
 - Lodging
 - Economy main cabin airfare



- Parking
 - Tolls
 - Transportation costs (auto rental / fuel, bus and ferry fares, taxi, ride-hailing)
- 2.2. **Meal reimbursement.** Meal reimbursement will follow the U.S. General Services Administration (GSA) for meal reimbursement utilizing established per-diem. Exceptions will be approved on a case-by-case basis.
- 2.3. **Mileage reimbursement.** Individuals using their personal auto or a Member-owned vehicle for Pool business travel will be reimbursed at the current GSA mileage rate. The reimbursement request must include:
- Starting and ending points of travel
 - Total miles traveled and

3. ADVANCE PAYMENT FOR TRAVEL EXPENSES

3.1. The Pool may pre-pay certain travel expenses in anticipation of an event, such as airfare, lodging and conference registration fees, to facilitate attendance at approved events. Approval for pre-payment of expenses rests with the Executive Director. If travel for which expenses were pre-paid is not completed, pre-paid funds must be returned to the Pool.

4. APPROVAL PROCESS

- 4.1. **Expense reimbursement requests.** Expense reimbursement requests are reviewed and approved by the Executive Director, or their designated representative.
- 4.2. **Deadline for Submittal** – Expense reimbursement requests for one fiscal year shall be submitted by December 15 for that fiscal year.
- 4.3. **Policy Exceptions.** The Executive Director has the authority to grant exceptions to this policy on a case-by-case basis. However, these exceptions must follow this criteria:
- Be in the best interest of the Pool,
 - Comply with law, and
 - Be transparent with exceptions documented and disclosed to the EC.
- 4.4. **Appeals.** Appeals of decisions regarding expense reimbursements can be submitted to the EC for review.


Amendment

This policy may be amended by the EC.

Policy History


Adopted September 30, 2008. Revised March 15, 2012; September 27, 2018; June 25, 2020; June 23, 2022; May 25, 2023; and May 23, 2024. As part of the May 23, 2024, revision, the Member Guest Policy was revoked with elements from that policy incorporated into this policy. In March 2025, Deadline for Submittal was added as well as exceptions to meal reimbursement, mapping was removed.

Passed by the Executive Committee on March 27, 2025.

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 Joseph Macdonald, President

Attest:
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 Miranda Nash, Secretary

Approved as to form:
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 Richard L. Hughes, General Counsel