



Expense Reimbursement Policy

Governance Section: Operations

Revision Date: 05/25/2023

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Purpose

To establish procedures and rates for payment or reimbursement of expenses incurred by Pool Employees, Board Members, Committee Members and approved third parties (Covered Persons).

Authority

1. Interlocal Agreement, Section 3 (necessary to accomplish all lawful programs); and
2. Bylaws, Section 43 (reimbursement of expenses).

Policy Statement

1. The Pool will reimburse actual and reasonable expenses for food, lodging, economy main cabin airfare, parking, transportation, gratuities, and similar costs for travel for:
 - a. One Member Representative to attend the Pool's quarterly Board meeting;
 - b. Approved third parties to attend the Pool's quarterly Board meeting (see Member Guest Program Policy);
 - c. The Executive Committee (EC) members to attend EC meetings and annual Board retreat;
 - d. Committee members to attend Board Committee meetings;
 - e. One Member representative annually, to attend an out of state training program approved by the Board (see Board Development Policy);
 - f. Employees traveling in furtherance of the Pool's business (pursuant to Employee Handbook); and
 - g. Third parties approved by the Executive Director whose attendance is deemed necessary for the Pool to conduct business at a meeting. Any such approved third party will be reimbursed pursuant to their contract with the Pool or, in the absence of a contract, pursuant to the terms of this policy.
2. Covered Persons who use their own automobiles shall be reimbursed at the rate per mile allowed by the U.S. General Services Administration (GSA) for a business expense mileage deduction at the time the expense was incurred. Mileage reimbursement requests shall detail the starting and ending point of travel and total miles traveled on the expense reimbursement form and shall be supported by print out of a web mapping service (e.g. Google maps).
3. All expenses more than \$25 shall be supported by receipts.
4. As an alternative to actual meal expenses (supported by receipts for meals more than \$25), the Pool may use the GSA per diem meal and incidental allowance program. For first and last day of travel, Covered Persons have the option of requesting the incidental amount and the actual per diem meals missed due to travel, or 75 percent of the total meal and incidental breakdown.
5. The Executive Director, or their designee, shall approve travel by Covered Persons. The Treasurer, or in their absence the Vice President, shall approve travel expenses incurred by the Executive Director.
6. The Pool may pay anticipated travel expenses, lodging, and registration fees in advance for Covered Persons if pre-approved by the Executive Director. If payments are greater than actual expense incurred, the difference shall be refunded to the Pool.
7. If pre-paid travel is not completed all pre-paid expenses must be returned to the Pool.
8. If a transit system paid the expenses of a Covered Person, the Pool shall reimburse the transit system upon presentation of supporting documentation.
9. Reimbursement decisions made by the Executive Director or Treasurer for expenses incurred by Board and Committee members may be appealed to the Executive Committee.

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10. The Executive Director may approve variances to this Policy in extraordinary circumstances provided such is in the best interest of the Pool, complies with applicable law, and is disclosed to the Executive Committee at its next regular meeting.

Amendment

This policy may be amended by the Executive Committee.

DocuSigned by:
Scott Deutsch
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Scott Deutsch, President

Attest:
DocuSigned by:
Joe Macdonald
762472BF517E422

Joseph Macdonald, Secretary

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

Policy History

- Adopted September 30, 2008
- Revised March 15, 2012
- Revised September 27, 2018
- Revised June 25, 2020
- Revised June 23, 2022
- Revised May 25, 2023