

# PANHANDLE CHAPTER

## Florida Government Finance Officer's Association

<http://panhandlefgfoa.info/>

---

### *Travel Policy*

#### *President's Attendance at FGFOA Annual Conference*

As it is beneficial to the Chapter, it is desired that the Chapter President attend the State FGFOA Annual Conference. The purpose of this policy is to describe the procedure for documentation and reimbursement of the cost associated with attending the conference in the event that the President or President's employer is unable to assume this cost.

The Chapter will fund the President's travel expenses associated with attending the State FGFOA Annual Conference utilizing the following procedures:

- The President should present a written request, with a detailed a cost estimate, and justification (i.e. employer will not reimburse the cost) for attending the State conference. In addition, they should indicate that their employer has approved them attending the conference.
- The cost estimate should detail the cheapest method of travel taking into consideration the cost of air travel, renting a vehicle to include reimbursement for actual gas costs, or reimbursement of vehicle mileage when personal vehicle is utilized.
- The Board will vote to approve the travel request and authorize any advanced payments (such as registration) required.

The following items are verified and checked off by the Secretary/Treasurer before processing final reimbursement for travel:

- Traveler's name, purpose, and actual departure/return dates and times.
- Agenda and/or itinerary must accompany travel log.
- All reimbursements must be included on the travel log (i.e. lodging, meals, transportation, and registration). Original invoices must be submitted with the travel log.
- Must have traveler signature attesting that the expenses are actual and true.
- The actual hotel expense up to four (4) nights will be reimbursed, as evidenced on the bill.

Reimbursements are as follows:

- When travel begins before 6:00 am and extends beyond 8:00 am, the traveler receives \$7.00 for breakfast.
- When travel begins before 12:00 pm and extends beyond 2:00 pm, the traveler receives \$12.00 for lunch.
- When travel begins before 6:00 pm and extends beyond 8:00 pm, the traveler receives \$17.00 for dinner.
- All travelers utilizing private vehicle for travel on official business shall be reimbursed at the rate allowed by IRS.
- Normal incidents such as parking, cabs, etc. are reimbursable; with a receipt.
- A copy of the CPE form should be attached to the travel log, identifying classes attended.

There will be no reimbursements made for any meal or lodging included in the conference registration fee.

Policy Effective: July 2009