



NEW ENGLAND STATES
GOVERNMENT FINANCE OFFICERS ASSOCIATION

ADMINISTRATIVE POLICY

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| SUBJECT: | TRAVEL POLICY |
| ADOPTED: | January 8, 2010 |
| AMENDED DATE: | n/a |
| REVIEW DATE: | |

I. **PURPOSE** – The New England States GFOA must balance the need to control travel costs while encouraging volunteerism and reimbursing board members for out-of-pocket expenses. This policy identifies what travel expenses will be reimbursed to board members and under what circumstances.

II. **MILEAGE, TOLLS & PARKING**

- a. **Board Meetings** – board members will be reimbursed the cost of travel to include: mileage based upon the IRS per diem rate per mile, tolls, and parking when required to attend business meetings that are held independent of Association sponsored training or conferences. Commuting with other board members is strongly encouraged when it is convenient for the members involved.
- b. **Conference Scheduled Board Meetings** – board members will not be reimbursed for mileage, tolls, and parking to attend board meetings that are scheduled in conjunction with other training sessions or conference events, unless proposed reimbursement is presented to the Board for special consideration and authorization.

III. **LODGING & MEALS**

- a. **Reasonable Distance Reimbursement** – recognizing the Board is comprised of members from six different states and the distance traveled to attend Board meetings can be lengthy, board members will be reimbursed for overnight accommodations at the corporate rate when length of travel exceeds 150 miles, one way from their municipality to the meeting location. Meals will either be furnished at the member’s expense or gratuitously as part of the Board meeting.
- b. **Subcommittee Meetings** – The President of the Association may deem it necessary to form project subcommittees. It is the Association’s preference that subcommittee communication be conducted via e-mail or conference call. However, if a face-to-face meeting is necessary, an estimated cost of hotel and meal accommodations must be presented to the Association President for prior authorization.

IV. **ANNUAL REVIEW**

It is the intent of the NESGFOA Executive Board to review this policy annually and update as necessary.