

# GSRA POLICY AND PROCEDURE –TRAVEL

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<b>TITLE</b> GSRA Travel Policy.	<b>APPROVED:</b> September 8, 2016	<b>Reference:</b> Board/P&O minutes 9/8/16

Reimbursement for expenses are not mandatory and will be allowed only when expenses are incurred on behalf of GSRA functions/services and when authorized by this policy, the GSRA President, or the GSRA Board. Reimbursement for expenses shall not be allowed for attendance at GSRA local chapter monthly meetings, annual meetings, or other GSRA sponsored meetings or conferences, except as specifically authorized by the Board. Reimbursement at the mileage rate specified below is permissible for attending the monthly or “call” GSRA Board/P&O meetings **All persons authorized for travel should be frugal in their requests for reimbursement and always mindful that the expenses are paid from GSRA members’ dues, and carpooling is encouraged whenever feasible.**

Persons/positions eligible for reimbursement of expenses are:

- President
- President Elect
- Officers
- Six At-Large Board Members
- Four Appointed Board Members (Geographic Representation)
- Committee Chairs (Board or Policy & Operations Committee)
- Ad Hoc Committee Chairs (As appointed by the President)
- Contract Employees (according to provisions of their contract)
- Persons appointed by the GSRA President or Board to GSRA committees/or functions.

**Mileage reimbursement for use of personal vehicle:**

Transportation expense for use of the individual’s personal vehicle shall be reimbursed at the approved volunteer mileage reimbursement rate allowed and published for federal tax purposes, currently \$.14/mile. Board members, officers, and P& O Committee members who travel using their personal vehicle to attend monthly GSRA Board Meeting are eligible for reimbursement. Any GSRA Member acting at the direction of the Board or GSRA President to accomplish tasks assigned by the Board or president is authorized to request reimbursement. A Travel Statement itemizing mileage and dates of travel should be submitted to the Treasurer monthly or whenever the reimbursement amount reaches a minimum of \$100.00.

Individual GSRA Members who attend Board meetings voluntarily are not eligible for reimbursement unless assigned duties by the Board or President or are reimbursed by their local Chapter.

**Contract employees** are to be reimbursed at the rate set by their contract.

Reimbursement is allowed to encourage GSRA Members to participate as a Board member and to attend the meetings in person. This is especially important as the Board holds meetings in

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different locations around the state. Reimbursement is also made so as not to penalize GSRA Members who perform these duties for the benefit of all members and other state retirees.

**Lodging:**

When overnight travel is authorized and necessary to perform assigned duties, reimbursement shall be made for the actual cost of lodging when traveling more than 100 miles from home or when more than one consecutive day is required to accomplish the task(s). Members should stay in appropriate business travel hotel whenever possible and at published Senior Rates when available being mindful of GSRA budget limitations.

**Food:**

Food expenses will be reimbursed only as specifically authorized when attending a conference or function requiring a luncheon or dinner meeting or when a registration fee includes meals.

**Other Expenses:**

Reimbursement of items purchased for use in meetings or conferences will be reimbursed when reasonable given the circumstances and when presented with a paid receipt. Expenses will generally have an expense limit set prior to money being spent and prior approval requested and received before overages will be approved by either the Board, Treasurer or President.

Local Chapter Representatives are eligible for reimbursement to attend monthly GSRA board meeting as specified in the Guidelines for Local Chapters at the current volunteer reimbursement rate of \$.14/mile. In addition, the Board has authorized limited mileage reimbursement to attend GSRA special events as reflected in the Guidelines for Local Chapters. All mileage except for contract employees shall be at the current approved rate for volunteers.

**Monitoring:**

The GSRA Treasurer is authorized to monitor reimbursements and assure that the requests are within guidelines. The Treasurer or President shall discuss with the “requester” any reimbursement that falls outside these guidelines.

This policy is effective upon approval on September 8, 2016.