

## **APPENDIX 12 G**

### **FDLC REIMBURSEMENT POLICY**

#### **I. January Board Meeting**

##### **A. Board Members and National Office Staff**

###### **1. Reimbursable Categories**

- **Travel**

Expenses incurred for plane (coach), train (coach), bus, taxi, or metro.  
Travel by car at the IRS rate per mile plus tolls.

Reimbursement for travel will be made only for those who are present for the entire meeting. Exceptions must be approved by the Executive Committee through the Chair.

Members of the Board are requested to choose the most economical means available to them for transportation to and from the meeting.

- **Meals and Socials**

Two meals due to travel directly related to the meeting.

The Federation will provide meals and socials during the meeting except on one free evening. Only those meals and food and beverages (including alcohol) which have been arranged by the National Office will be reimbursed if approved beforehand by the Executive Committee through the Chair.

- **Lodging**

One night's lodging due to travel directly related to the meeting.

The Federation will provide lodging during the meeting. Lodging during the meeting not arranged by the National Office will not be reimbursed unless approved beforehand by the Executive Committee through the Chair.

- **Other**

Requests for reimbursement for other expenses (e.g. standing committee work) incurred in conjunction with board meetings should be presented to the Executive Committee through the Chair prior to the board meeting.

###### **2. Procedures**

###### **a. Lodging Requests**

By a date determined by the National Office participants in the meeting are to notify the National Office of their travel information, number of meals, and overnight accommodations during the meeting. If a participant fails to notify the Office regarding the above information, the Office will presume that the person will not be attending the meeting or will be making arrangements at his or her own expense.

# Reimbursement Policy And Form

## **b. Reimbursement Requests**

### **Receipts**

Requests for reimbursements must be accompanied by receipts and must be received by the National Office no later than thirty days after the close of any given meeting. Such receipts are necessary for IRS purposes.

### **Reimbursement Form**

Forms will be provided to which receipts must be attached.

## **B. Others**

Other participants in the meeting (observers, advisors, etc.) pay their own travel expenses unless reimbursement for travel expenses is approved beforehand by the Executive Committee through the Chair. The Federation will provide lodging and meals during the meeting.

## **II. October Board Meeting**

### **A. Election Year**

- **Lodging**

The Federation will provide lodging during the Board Meeting and one night's lodging prior to the meeting when necessary.

- **Meals**

The Federation will provide meals during the Board Meeting.

### **B. Non Election Year**

- **Lodging**

The Federation will provide one night's lodging prior to the meeting when necessary.

- **Meals**

The Federation will provide meals during the Board Meeting.

## **III. The National Meeting**

### **A. BCL Staff**

- **Lodging**

The Federation will provide lodging during the National Meeting through the Master Account at the hotel.

### **B. FDLC National Office Staff**

- **Lodging**

The Federation will provide lodging during the National Meeting through the Master Account at the hotel.

- **Meals**

The Federation will provide meals during the National Meeting through the Master Account at the hotel.

## Reimbursement Policy And Form

- **Travel**

Expenses incurred for plane (coach), train (coach), bus, taxi, or metro.  
Travel by car at the per mile rate plus tolls.

### **C. FDLC Chair**

- **Lodging**

The Federation will provide lodging during the National Meeting through the Master Account at the hotel.

- **Meals**

The Federation will provide meals during the National Meeting through the Master Account at the hotel.

### **D. Speakers**

- **Lodging**

Unless otherwise provided for in the speaker's contract, the Federation will provide one night's lodging during the National Meeting through the Master Account at the hotel.

- **Meals**

The Federation will provide a per diem during the National Meeting (cf. National Meeting Handbook, Contract for Major Speakers).

- **Travel**

Expenses incurred for plane (coach), train (coach), bus, taxi, or metro.  
Travel by car at the IRS rate per mile plus tolls.

### **E. McManus Award Recipient**

- **Complimentary Registration**

The Federation will provide a complimentary registration.

- **Lodging**

The Federation will provide lodging during the National Meeting through the Master Account at the hotel.

- **Meals**

The Federation will provide meals during the National Meeting through the Master Account at the hotel.

- **Travel**

Expenses incurred for plane (coach), train (coach), bus, taxi, or metro. Travel by car at the IRS rate per mile plus tolls.

## **IV. Board Committee Meetings**

Requests for reimbursement made by the Committee Chair for expenses incurred for Committee meetings held apart from Board meetings will be honored if they are approved beforehand by the Executive Committee through the Chair.

# Reimbursement Policy And Form

## V. Trips to the National Office

The Chair of the Board of the Directors, the Treasurer, and the Chair of the Personnel Committee are expected to make at least one annual trip to the National Office.

- **Travel**

Expenses incurred for plane (coach), train (coach), bus, taxi, or metro.  
Travel by car at the IRS rate per mile plus tolls.

- **Meals**

The Federation will provide meals during the time in Washington. Meals taken on the way to Washington and on the return home will be reimbursed by the FDLC.

- **Lodging**

The Federation will provide lodging during the time in Washington.

## VI. NCCB Meetings

The Chair of the Board of the Directors and the Executive Director attend two annual meetings of the NCCB.

### A. June

- **Travel**

Reimbursement for travel is made by the NCCB as this meeting occurs in conjunction with the June BCL meeting. Meals and lodging are provided by the BCL during the BCL meeting which precedes the NCCB meeting.

- **Meals**

Meals during the NCCB meeting are reimbursed by the FDLC.

- **Lodging**

Lodging during the NCCB meeting is reimbursed by the FDLC.

### B. November

- **Travel**

Expenses incurred for plane (coach), train (coach), bus, taxi, or metro.  
Travel by car at the IRS rate per mile plus tolls.

- **Meals**

The Federation provides meals during the time in Washington. Meals taken on the way to Washington and on the return home will be reimbursed by the FDLC.

- **Lodging**

The Federation provides lodging during the time in Washington.

## VII. Other

Other requests will be reimbursed if they are approved beforehand by the Executive Committee through the Chair.

Reimbursement Policy And Form

**FDLC REIMBURSEMENT FORM**

Date of Meeting: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Plane/train/bus ticket.....	\$	_____
Automobile: _____ miles .....	\$	_____
Tolls.....	\$	_____
Taxi/Limo/Metro/Bus .....	\$	_____
Meals en route .....	\$	_____
Lodging en route .....	\$	_____
Other: _____	\$	_____
TOTAL:.....	\$	_____

Note:

1. Please use this form together with the *FDLC Reimbursement Policy*.
2. Attach receipts or copies of the receipts to this form.
3. Bring this form to the meeting or mail it to the National Office no later than thirty days after the close of the meeting.