

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2018</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT  <b>Lobbying, Reimbursement of Costs for Individuals On Official Business</b>	EFFECTIVE <b>3/10</b>	SUPERSEDES <b>8/00</b>
		SPECIAL DISTRIBUTION	

**OVERVIEW**

This policy prescribes regulations for reimbursements of travel costs for individuals traveling on official lobbying business that has been approved by the National President of FMCA. Individuals are expected to exercise prudent judgment when making travel arrangements and expenditures.

**POLICY**

National officers, committee members, employees, and other individuals traveling on authorized lobbying business will be reimbursed for reasonable and necessary expenses incurred.

**PURPOSE OF TRAVEL**

Reimbursement of travel expenses will be authorized when a trip is entirely for business. Business-related travel expenses at the business destination will be authorized. These expenses include the travel costs of getting to and from a business destination and any business-related expense at a business destination.

**PROCEDURES**

**Travel Regulations** as identified in FMCA Policies and Procedures #2031 are applicable to this policy and procedure.

**Per Diem**

Lodging expenses as identified in FMCA Policies and Procedures #2031 are applicable to this policy and procedure.

Meal expenses as identified in FMCA Policies and Procedures #2031 are applicable to this policy and procedure.

**Unusual Expenses**

Any unusual charges must be fully explained on the expense voucher and documented by attached receipts.

On certain occasions the individual conducting lobbying efforts on behalf of FMCA may be required to entertain certain professionals in order to discuss pending legislative issues. In these situations, in support of routine business practice protocol, reasonable and prudent judgment should be exercised.

**Filing for Reimbursement**

Completed forms for reimbursement of expenses shall be submitted in a timely manner. Expense forms will not be processed or paid for reimbursement if submitted more than thirty (30) days after the last date of travel. Additionally, a reimbursement claim will not be paid for expenses incurred in the prior fiscal year if received more than 10 days after the end of the fiscal year.

Exceptional cases may be reviewed by the Chief Executive Officer (CEO).