

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2031	APPROVAL LEVEL GB
	SUBJECT Reimbursement of Travel Costs for Individuals Traveling on Official Business	EFFECTIVE 7/18	SUPERSEDES 7/17
		SPECIAL DISTRIBUTION Committee Members	

OVERVIEW

This policy prescribes regulations for reimbursement of travel costs for individuals traveling on official business. Individuals are expected to exercise prudent judgment when making travel arrangements and expenditures.

POLICY

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

DEFINITIONS

- Authorized Activities:
 - A. Called committee and Board meetings.
 - B. Chapter visits.
 - C. Area rallies.
 - D. Approved trade shows.
 - E. Staff training, authorized office travel, international conventions, and industry-related shows.
 - F. Other activities or events subject to the approval of the President and/or Chief Executive Officer (CEO).

- Actual Cost Method: Reimbursement will be made for actual lodging, campground fees, meal costs, tolls, tips, etc. (if applicable) **only** when accompanied by legible, detailed receipts.

- Meal Expenses: The amount that may be reimbursed for meals in accordance with the current IRS Pub. 1542. For FMCA actual incurred meal expenses are reimbursable for authorized travel days up to the maximum of \$54.00 per full travel day.

- Mileage: Actual mileage for automobile or recreational vehicle.

- National Officers and Committee Members: The Executive Board, Board of Directors, members of committees and spouses.

- Travel: Time spent away from residence or national office representing the association at authorized activities.

- Travel Expense: Expenditures related to authorized travel such as: mileage, airfare, transportation, toll fees, campground fees, lodging, meals, and registration fees.

- Travel Mode: Includes personal recreational vehicle, personal automobile, and common carrier.



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PURPOSE OF TRAVEL

Reimbursement of travel expenses will be authorized when a trip is entirely for business. If trip is primarily for business and, while at destination, traveler extends their stay for vacation, made non-business side trips, or had other non-business activities, reimbursement for business-related travel expenses at 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.

If trip is primarily for personal reasons, such as a vacation or to a winter or summer residence, the travel cost of the trip is a non-reimbursable personal expense. Travel expenses for the trip are not reimbursable since the trip was primarily personal in nature. Reimbursement may be made only for expenses while at the destination conducting business. If trip is part personal and part business, one must allocate expenses on a day-to-day basis between days conducting business and days when not conducting business. If business and personal travel are combined, reimbursement will be based on the most direct practical route which would have been used for business purposes.

INDIVIDUALS AUTHORIZED TO TRAVEL

National President

- ◇ The office of National President is limited to the budget line item “T & L National President.” Reimbursement of authorized expenses will be made by the written procedures contained in this policy.

National Senior Vice President, Secretary and Treasurer

- The office of National Senior Vice President, Secretary, and Treasurer is each limited to one third (1/3) of the budget line item “T & L National Officer.” Reimbursement of authorized expenses will be made by the written procedures contained in this policy.

National Area Vice President

- Each National Area Vice President office is allotted a limited dollar amount of travel funds which can be spent in a fiscal year regardless of the number of incumbents who hold the position.

Committee Members

- Each committee member will be reimbursed for attending committee meetings at the national office.
- ◇ Nominating Committee reimbursement is limited to \$500 per member.

Spouse

- The transportation expense of a spouse or companion of a national officer or committee member is reimbursable only if by common carrier to a committee meeting called by the association or other activity authorized by the President.



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Reimbursement Authorization

- Reimbursement of authorized expenses incurred while attending chapter and area rallies are subject to the following:
 - ◇ Travel will be reimbursed at the rate described in this policy for automobile and recreational vehicle, or coach airfare if approved by the President or CEO.
 - ◇ Meal expense is reimbursable for authorized travel day(s) to and from the scheduled rally and while attending a chapter or area rally only when meals are not provided. Actual incurred meal expenses are reimbursable for authorized travel days up to the maximum of \$54.00 per day, if legible, detailed receipts are provided
- Reimbursement of authorized expenses incurred while attending called meetings.
 - ◇ Transportation will be reimbursed at the rate described in this policy for automobile and recreational vehicle or coach airfare if approved by the President or CEO.
 - ◇ Meal expense reimbursement for the travel day(s) shall be limited to the day preceding and the day following the scheduled meeting if travel is by common carrier, and only those days considered necessary for travel if by automobile or recreational vehicle.
 - ◇ Meal expenses while at the national office may be claimed only when meals are not provided.
- Reimbursement of authorized expenses incurred while attending an Executive Board meeting, a Board of Directors meeting, or a committee meeting at an international convention shall be limited to the travel, lodging, and meal expense preceding and following the meeting.
 - ◇ Transportation will be reimbursed at the rate described in this policy for automobile and recreational vehicle or coach airfare if approved by the President or CEO.
 - ◇ Meal expense reimbursement shall be limited to the days of travel preceding and the days of travel following the scheduled meeting, as well as the meeting day.
- AREA RALLY VISITATION BUDGET - Annually, National Area Vice Presidents are limited to a fixed percentage by the budgeted line, “T & L - Area Vice President/Area Rally.” This percentage shall be determined by the Executive Board and published as part of Appendix 2031/A.
- CHAPTER RALLY VISITATION BUDGET - Annually, National Area Vice Presidents are limited to a fixed percentage (or dollar amount) of the specific budget line item “T & L - Area Vice President.” This percentage shall be determined by the Executive Board and published as part of Appendix 2031/A.

Authorized Visitation(s):

- ◇ Expenses incurred for chapter visitations in the National Area Vice President’s geographical boundaries and travel to establish new chapters.
- ◇ Chapter visitations to chapter meetings outside the geographic boundaries of the area should be limited and governed by the “prudent person” rule.
- ◇ Site selection and pre-rally planning meetings for their respective annual area rally, as well as expense incurred to attend their area rally.

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- ◇ Area business meetings.
- ◇ Other Area Rallies with the consent of the FMCA National President.

FMCA and Family Motor Coaching, Inc. Staff

- Staff travel shall be pre-approved by the CEO or National President except that the CEO’s travel shall be pre-approved by the National President.

PROCEDURES

The use of the amount of the Travel & Living budget allocated to Executive Board members for chapter and area rally visits in the year in which they leave office is to be prorated according to the following formula: # of months in office divided by 12, times the T & L yearly allocation, equals amount available for use by the outgoing Executive Board member. The outgoing member will not be eligible for reallocation at the end of the year, except for Area Vice Presidents who will be eligible for reallocation of chapter rally visitation funds only.

The FMCA National President, after consultation with the Executive Board, will schedule, within budget considerations, the four nationally elected officers to attend area rallies during the year, with the intent that no more than two nationally elected officers in addition to the president be reimbursed to attend any area rally at any one time.

Travel Regulations

Ground Transportation to Authorized Activities

- In all instances, travel shall be by the most direct, practicable route. A computer-based program will be used to calculate mileage if most direct or practicable route is not taken.
- Recreational vehicles are the preferred mode of ground transportation by national officers to all authorized activities.
- All expenses claimed for reimbursement shall be documented with original, legible, paid receipts.
- Parking and toll expenses related to approved ground transportation are reimbursable. In all cases, the name of the facility (bridge, tunnel, or turnpike or city and state of the parking facility) must be included in an attachment to the expense voucher, Form #2031/B, and the amounts itemized in the “other expenses” and “miscellaneous expenses” column on Form #2031/B.
- Individuals must indicate their odometer readings for the beginning and end of travel to each authorized activity. In the instance of 100% full timers, they will be reimbursed by odometer readings from the last authorized activity to the next authorized activity, or if they do not proceed directly, by computer-generated mapping programs. To calculate the beginning and end of the reimbursement amount, it shall run from the point where the individual was first notified, to the same point when the individual’s duties are finished, provided that such point is in Canada, or the continental United States. This applies to

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individuals from when they are first appointed, elected, or required to attend, to when their responsibilities, term of appointment, or term of office is completed.

The point of origin shall be filed with the national office by January 1 of each year and can not be changed for a period of one year. Reimbursement in unusual circumstances will require review by the National Treasurer and approval of the National President.

Alternatively, if the full timer individual wishes, they will be reimbursed from their point of origin and return if traveled. If they do not return to the point of origin but go to another location, reimbursement will be made up to a distance traveled coming to the authorized activity. Side trips of a personal nature will not be claimed for reimbursement.

Ground transportation shall be reimbursed by one of the following methods:

Automobiles

The mileage allowance is calculated at the current published IRS rate.

Recreational Vehicle

The mileage allowance is calculated at double the current published IRS rate for automobiles.

If mileage rate, other than the published IRS rate for automobiles, is used, a Form 1099 (misc. income) will be issued if actual travel costs do not exceed the reimbursed amount. Actual costs can be documented on the attached Form #2031/C and accompanied by legible, detailed receipts and submitted no later than January 10 for the preceding calendar year Jan 1-Dec 31. However, if this is not completed, a Form 1099 (misc. income) will be issued by January 31. Vehicle depreciation may only be used to substantiate actual cost of travel for tax reporting purposes.

Air Transportation to Authorized Activities

- Reimbursement shall be limited to the lesser of total airfare plus round-trip ground transportation to the airport or round-trip mileage costs at the current published IRS rate for automobiles, plus tolls and parking.
- Travel by air will be reimbursed for coach class accommodations.
- Reimbursement includes the round trip cost of ground transportation to the airport by one of the following: taxi, shuttle, or personal automobile and parking fees.

Lodging Expenses

- Lodging expenses include accommodations in a hotel/motel, or campground.
- Accommodations in hotels/motels will be reimbursed at the corporate rate whenever possible.
- All expenditures must be reasonable and necessary.



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Meal Expenses

- Meal expenses may be reimbursed up to the rate of fifty-four dollars (\$54) per day less supplied meals at the following rates if legible, detailed, receipts are submitted indicating the amount being requested. Requests may not exceed these amounts
 - * Breakfast, \$12.00
 - * Lunch, \$18.00
 - * Dinner, \$24.00
- All meal expenses must be reasonable, necessary and related to travel to authorized activities.
- The minimum distance of recreational vehicle or automobile travel to qualify for one full day of meal expense is 300 miles.
- Under no circumstances will there be any reimbursement for alcoholic beverages.

Unusual Expenses

- Any unusual charges must be fully explained on the expense voucher and documented by attached receipts. Unusual expenses and any deviation from the conditions set in this Policy and Procedure shall be reviewed by the FMCA President and CEO before any reimbursement may be made.

Individuals Filing for Reimbursement other than National Office Staff

Completed forms for reimbursement of expense 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.

Hardship cases may be reviewed by the FMCA President and CEO.