

Montana Municipal Interlocal Authority

Policy Manual

Document Name:	Board Travel Reimbursement Policy		
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The MMIA Board of Directors hereby adopts the following Travel Reimbursement Policy for Board Members and/or Committee Members traveling in support of their responsibilities with the MMIA.

IN GENERAL:

1. Board Members shall be reimbursed for all reasonable travel expenses, as outlined in this policy, that are incurred while performing official business for the MMIA.
2. Travel expenses being reimbursed by a Board Member s' respective municipality should not be submitted for reimbursement.
3. All Board Members, regardless of residence, shall compute their requests for reimbursement for travel from their local municipal offices to their destination on a per trip basis. If traveling on personal business, Board Members shall compute their travel on a pro -rata basis making a reasonable distinction between personal travel and MMIA business.
4. Requests for reimbursement of travel expenses will be typically submitted on a per trip basis. In most instances these expenses will be submitted at the end of a Board Meeting, Annual Meeting, Conference or Retreat.
5. Board Members should verify budgetary availability with the MMIA CEO or CFO before incurring any commercial transportation expenses (i.e. airline tickets) and/or out-of-state lodging expenses.
6. Reimbursement is for individual Board Members only and does not include other individuals traveling with the Board Members such as other Municipal staff or spouse.

TRANSPORTATION COSTS:

1. Board members shall receive vehicle travel reimbursement based on the federal mileage rate.
 - (a) Board Members will compute mileage costs for reimbursement based on their judgment as to the best route of travel by the traveler.
 - (b) When more than one Board Member or Municipal employee shares transportation, only one mileage reimbursement should be claimed.
2. Reimbursement may be made for commercial transportation tickets that are purchased by a Board Member. Ticket receipts must be attached to the request for reimbursement and all commercial travel must be "coach/tourist class".

MEALS AND LODGING REIMBURSEMENT:

1. **In-state travel and Out-of-State Travel :**
 - (a) Per diem meal allowance (i.e. a daily flat rate payment in lieu of actual expenses) shall be paid to all Board Members who are required to travel for the MMIA, as part of their official duties. These allowances are established as follows:

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GUIDELINES FOR MEALS

In-State	Out-of-State
Breakfast \$ 6.00	Breakfast \$ 7.50
Lunch 8.50	Lunch 9.50
Dinner 13.00	Dinner 21.00
Total \$27.50	Total \$38.00

(b) Lodging costs shall be reimbursed at the actual cost of the hotel/motel room (including tax), exclusive of service charges, room service, meals and other items of extra cost. Receipts for the accommodation must be attached to the request for reimbursement of travel expenses. Where possible a State of Montana / Government Rate should be attained or applicable Conference/Meeting Group Rate.

(c) Per diem eligibility is as follows:

- Breakfast – leave 2hrs before workday (usually 6am)
- Lunch – out of office before 10am and returning after 2pm
- Dinner – return 2hrs after workday (usually 7pm)

(d) Complimentary meals provided by hotels, motels or common carriers *will not* reduce an Board Member's per diem meal allowance. If meals are included in tuition, registration fees, or provided to the Board Member by another party, the per diem or expense allowance *will be* reduced accordingly.

MISCELLANEOUS COSTS:

1. Any out-of-pocket costs incurred due to travel, and not covered above, must be itemized. Receipts must be obtained for all miscellaneous expenses.
2. The following costs, not classified as travel, may be claimed on a request for reimbursement of travel expenses, when accompanied by a receipt:
 - (a) Workshop or seminar registration fees.
 - (b) Supplies required for business purposes.
 - (c) Parking / airport shuttle / cab fare charges / fees.
3. Any incurred entertainment, or personal travel, such as sightseeing will be at individual Board Member's *own* expense.