

Oklahoma Municipal Clerks, Treasurers, and Finance Officials Association Travel Policy

OMCTFOA Board of Officers and Scholarship Recipients As Approved October 19, 2018

I. Purpose

- A. The purpose of this policy is to assist members when traveling on OMCTFOA business and/or for training purposes. The plan is designed to be accountable under Internal Revenue Service (IRS) guidelines.
- B. This policy is intended to govern reimbursement of expenses for transportation, registration, lodging, meals, and/or advances for conferences, seminars, training sessions, workshops, or other OMCTFOA authorized activities. National conference expenses will be limited to a maximum of \$2,500, subject to requirements outlined within this travel policy.
- C. This policy is primarily for the OMCTFOA president, scholarship recipients, and the board of officers.

The OMCTFOA president is provided the opportunity for one paid travel and training event while serving the term as president. The president may elect to attend a national conference of a related sponsoring organization. In the event the president does not attend a national conference, the president may elect to attend the Oklahoma Municipal Clerks and Treasurers Institute, the OMCTFOA Fall Conference, a national/International Conference or meeting of choice (in relation to clerks/treasurers/finance officials) within one (1) year of the expiration of their term of office.

Scholarship recipients may be awarded a travel and training opportunity to a national conference or local conference/institute within the State of Oklahoma. Scholarship eligibility requirements apply.

II. Policy

A. General Requirements

- 1. The Board of Officers and/or the Scholarship Committee will be responsible for informing members of the travel policy and procedures to ensure compliance.
- 2. Expenses related to a traveling companion of a member will not be reimbursed by OMCTFOA.
- 3. The travel expense voucher or request for reimbursement form (See Attachment A) must be completed prior to reimbursement of any travel-related expenses. Each member must complete a separate form.
- 4. The standard mode for out-of-state travel is by commercial airline or by personal vehicle when within reasonable driving distance.
- 5. Travel time is defined to be twenty-four (24) hours before and twenty-four (24) hours after official conference dates as listed on the registration form.

B. Registration

1. The OMCTFOA member must adhere to "Early Bird Registration" if offered.
2. OMCTFOA will reimburse for registration of workshops, conferences, training sessions, and/or seminars. Special events and tours are considered a leisure activity and will not be considered reimbursable. If meal(s) are included in the registration, OMCTFOA will not reimburse for additional meals, except for special dietary needs that may be required.
3. In the event of pre-paid registration, the treasurer may issue checks payable to the sponsoring organization prior to the departure date. Pre-registration is encouraged, if savings can be realized.
4. In the event registration deadlines cannot be met, the member may elect to register by using a personal check or credit card. A receipt for the paid registration or a credit card statement will be required for reimbursement.

C. Transportation and Mileage

1. **Mileage:** Mileage to and from the Clerk and Treasurers Institute/Academy and the OMCTFOA Fall Conference will be reimbursed at the current IRS mileage rate up to \$100 maximum. Mileage will not be reimbursed for travel while attending the conference. MapQuest or google maps may be used to calculate mileage. Executive Board members are encouraged to drive municipal vehicles if so allowed and available.
2. **Commercial Airline:** Coach-class fare, or less if special fares are available, is the maximum reimbursable amount. The Executive Board of OMCTFOA may grant an exception to this policy upon advance written justification from the member for air travel beyond coach-class. Members are encouraged to consider using special travel times, fare discounts, or senior citizen rates if the savings in airfare is greater than the cost of additional meals and/or lodgings that would be required or claimed for reimbursement. A brief written justification supporting travel times outside the conference dates must be provided. The savings in airfare, as compared to additional cost of meals and lodging, if costs are to be reimbursed by OMCTFOA, should be included in justification.
3. **Ground Transportation and Parking:** Transportation expenses, including private vehicle mileage, and/or shuttle service, to and from the airport, are not reimbursable if within 25 miles of the member's office or home.

A receipt is required for reimbursement for airport parking for short-term or long-term parking, other than metered parking, if greater than \$2.00.

Private Vehicle: Outside the State of Oklahoma, the member may choose the option of utilizing a private vehicle, but will be compensated only to the extent of the most economical air coach fare or mileage, whichever is less. Due to fluctuations in airfare, the comparison rate shall be documented for the dates of travel.

Private vehicle mileage reimbursement will be paid at the current IRS rate.

Commercial Rail Service: Reimbursement will be to the extent of the most economical mode of travel in comparison to air coach fare, whichever is less. Due to fluctuations in airfare, the comparison rate shall be documented for the dates of travel.

D. Lodging

1. For the Institute/Academy Scholarship recipients and the OMCTFOA Fall Conference recipients, hotel reservations will be made for you at the hotel selected by the OMCTFOA Board. The lodging will be paid for directly by the Board.
2. For National Conference Scholarships, lodging will be reimbursed upon submission of an itemized receipt and a copy of the registration form with the published applicable room rate, if available. Discounted or government lodging rates are encouraged.
3. OMCTFOA will not reimburse for non-organizational related expenses charged to the room.
4. OMCTFOA will not reimburse for lodging costs beyond the documented single occupancy rate and/or beyond the dates of travel.

E. Meals

1. General Provisions:

- a. Meal expenses may include tips not to exceed 20%.
- b. Alcoholic beverages are not reimbursable.
- c. Meal(s) included as part of the registration will not be reimbursed except for special dietary needs. Special dietary reimbursement requests must be documented.
- d. Meal(s) will not be reimbursed unless overnight stay is required. (Overnight stay is not required for reimbursement of meals for committee or board members attending a scheduled committee or board meeting to conduct official OMCTFOA business, if budget so allows)

2. Rate of meal reimbursement will be as follows:

- a. Reimbursement will be made for the actual amount claimed up to \$7 for breakfast, \$11 for lunch and \$23 for dinner.
- b. Reimbursement will be made for meals consumed by the member only.
- c. Reimbursement for partial days of travel. Departure from home or office after 1:00 p.m. or arrival after at the travel destination after 1:00 p.m. is reimbursed as a half-day.

F. Miscellaneous Expense Information

1. OMCTFOA will not reimburse for personal items, services, or entertainment, including but not limited to toiletries, medicine, clothing, grooming, movies, snacks, or alcoholic beverages.

G. Foreign Travel

1. In the event of foreign travel, the member is responsible for providing documentation from a bank, financial institution, or Internet of the currency exchange rate in effect at the time of exchange. The exchange rate information must be obtained for the dates of travel.
2. OMCTFOA will not reimburse the Goods and Services Tax (GST) or any other foreign tax that may be refunded to the claimant. The member is responsible for submitting a claim to the appropriate country for any tax refund.

III. Additional Information

A. Attendance and Conduct

1. Traveling on behalf of OMCTFOA is a privilege. The member is expected to attend workshops, training sessions, seminars, and/or conference for which the travel was scheduled. The member shall be required to present a certificate of training completion with the request for reimbursement if provided.
2. A member found to be absent from a substantial portion of the workshop, training session, seminar, conference, and/or other activity without justifiable cause may be personally liable for all travel expenses.

B. Cancellations

1. If registration, lodging, and/or transportation has been prepaid and the member is unable to complete the intended travel, the member is required to follow-up on the cancellation policy of the sponsoring organization and lodging site. All possible means are to be explored to obtain refunds, partial refunds, or options for substituting a member.

C. Property Damage

1. **ANY** expenses incurred for destruction of property or smoking in a non-smoking facility will be the responsibility of the scholarship recipient and they acknowledge responsibility by accepting this scholarship.

Approved by majority vote of OMCTFOA Membership on October 19, 2018


Stephanie Carmichael, OMCTFOA President

Attachment A

**OMCTFOA
REQUEST FOR REIMBURSEMENT**

DATE: _____

NAME: _____

ADDRESS: _____

CITY, STATE,
ZIP: _____

You must attach copies of all receipts in order to be reimbursed for those items.

Purpose for Reimbursement: _____

Mileage: _____ miles @ _____ \$ _____

Toll Expense: \$ _____

Meals: \$ _____

Other Expense: _____ \$ _____

TOTAL EXPENSE
REQUEST: \$ _____

**I hereby certify the above request for reimbursement is true and correct.
I further certify that I have a valid driver's license and current insurance.**

Signature: _____

Approved by: _____ President

_____ Treasurer

Date Paid: _____

Check Number: _____

Check Amount: _____