

1.29 PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

Employees and Executive Committee members are entitled to be reimbursed for “actual and necessary” expenses (as indicated below) incurred when engaged in specifically authorized activities on behalf of SIG. For employees the Executive Director shall have approval authority to the level of approved budgeted funds available. Authorization for Executive Committee members’ travel/conference activity shall be provided by specific Executive Committee action.

Members of the SIG who participate in the Workers’ Compensation or Property and Liability programs are entitled to be reimbursed for designated professional development opportunities that are approved by the Executive Committee at the following rate: \$1,500 for the 1st participant and \$1,000 for the 2nd participant, for a total yearly reimbursement of \$2,500 per member.

1.29.1 Lodging

When necessary, the cost of overnight hotel accommodations (including room and tax only) is reimbursable only if the meeting is more than one day and if travel arrangements or the meeting schedule reasonably necessitates staying overnight.

1.29.2 Transportation

Ground transportation (private vehicle, taxi/shuttle and tips, car rental, etc.) and/or air transportation will be reimbursed at the most reasonable and economical rate:

- A. The cost of private travel at the current standard IRS mileage rate or
- B. The current cost of the most direct round trip coach airfare available via commercial airlines plus ground transportation to and from the nearest airport

1.29.3 Meals

Necessary meals will be reimbursed at actual cost not to exceed the IRS approved per diem rates. In the event that less than a full day of meals (i.e. per diem) is claimed the daily per diem shall be allocated as follows: breakfast 20%, lunch 30%, dinner 50%. Only meals necessitated by the travel conference schedule shall be reimbursable. Further, reimbursement may not be claimed for meals when a “free” meal is available through the conference or the hotel unless specifically authorized by Executive Committee.

1.29.4 Miscellaneous

Parking, bridge tolls, telephone, printing, and other similar reasonable expenses are reimbursable at actual cost which must be documented by a receipt.

1.29.5 Timeliness of Claims

Expense claims should be completed, approved and submitted to the SIG office within 30 days from the time of the expense occurred in order to be reimbursed. Requests for reimbursement should be made on the SIG Travel Expense Claim form (attached), and be accompanied by all appropriate receipts. Original receipts are required unless a district credit card was used and the originals are required by the district. In this case detailed copies will be accepted.

1.29.6 Approval of Claims

It is the responsibility of the Executive Director to review/approve all expense claims for SIG staff. Claims for the Executive Director herself/himself shall be reviewed/approved by the SIG President. Claims exceptions for the Executive Committee shall be reviewed by the SIG Treasurer and approved by the Executive Committee. In the event of a questionable claim, the SIG Treasurer shall be consulted.