

TRI-COUNTY SCHOOLS INSURANCE GROUP

ADMINISTRATION

Policy No. 114

Executive Committee Travel Policy

This policy establishes the guidelines to be followed by the Executive Committee regarding reimbursement for travel expenses incurred on authorized Tri-County Schools Insurance Group business.

Procedure

Each Executive Committee member shall be reimbursed actual and necessary expenses incurred for authorized Tri-County Schools Insurance Group business.

The purpose of travel must be for Tri-County Schools Insurance Group business that cannot be accomplished by telephone or correspondence, and includes attendance at Executive Committee meetings, special meetings or other functions at the direction of the Executive Committee. Mileage reimbursement will only be considered by members traveling in excess of fifty (50) miles, one way from the member's place of employment or residence by the shortest route. Such travel is to be accomplished at the lowest possible cost. Travel expenses reimbursed by a member District or County Office of Education will not be reimbursed by Tri-County Schools Insurance Group.

Submission of Expense Claim

Tri-County Schools Insurance Group encourages Executive Committee members to make their claim directly to the Tri-County Schools Insurance Group administrative office. Expense claim forms are available.

Expense Reimbursement

Reimbursement will normally be limited to:

1. Mileage from home or office.
2. Motel/hotel (single person rate only)
3. Meals (not included as part of the meeting fee).
The maximum per diem (no receipt required) for meal costs including gratuity which will be reimbursed are as follows:

Breakfast	\$ 6.00
Lunch	\$ 8.00
Dinner	\$16.00

Receipts

Receipts must be provided.

Use of Private Automobile

Should the Executive Committee member elect to use his/her own car, reimbursement will be limited to the current IRS rate, not to exceed the value of round trip airfare. In the event of an accident the individual's insurance will be primary. If two or more Directors travel together in one car only one claim shall be submitted for transportation.