



NEW ENGLAND STATES  
GOVERNMENT FINANCE OFFICERS ASSOCIATION

ADMINISTRATIVE POLICY

SUBJECT:	<b>TRAVEL POLICY</b>
ADOPTED:	January 8, 2010
AMENDED DATE:	June 10, 2011; June 18, 2015; June 20, 2016
REVIEW DATE:	June 8, 2018 No Change

**I. PURPOSE** – The New England States GFOA must balance the need to control travel costs while encouraging volunteerism and reimbursing Board members for out-of-pocket expenses. This policy identifies what travel expenses will be reimbursed to Board members and under what circumstances.

**II. MILEAGE, TOLLS & PARKING**

- a. **Board Meetings** – Board members will be reimbursed the cost of travel to include: mileage based upon the IRS per diem rate per mile, tolls, and parking when required to attend business meetings that are held independent of Association sponsored training or conferences. Commuting with other Board members is strongly encouraged when it is convenient for the members involved.
- b. **Conference Scheduled Board Meetings** – Board members will not be reimbursed for mileage, tolls, and parking to attend Board meetings that are scheduled in conjunction with other training sessions or conference events, unless proposed reimbursement is presented to the Board for special consideration and authorization prior to the conference.

**III. LODGING & SUB-COMMITTEES**

- a. **Reasonable Distance Reimbursement** – recognizing the Board is comprised of members from six different states and the distance traveled to attend Board meetings can be lengthy, Board members will be reimbursed for overnight accommodations at the corporate rate when length of travel exceeds 120 miles one way from their municipality to the meeting location. Meals will either be furnished at the member's expense or gratuitously as part of the Board meeting. The President may waive the 120-mile requirement, if a member makes a request in advance and the President considers the circumstances of the request to be extenuating.
- b. **Sub-committee Meetings** – The President of the Association may deem it necessary to form project sub-committees. It is the Association's preference that sub-committee communication be conducted via e-mail or conference call. However, if a face-to-face meeting is necessary, sub-committee members should follow the hotel and travel guidelines in 3(a) above and must present the request to the Association President for authorization prior to the expenditure.

**IV. ANNUAL REVIEW**

It is the intent of the NESGFOA Executive Board to review this policy annually and update as necessary.