



VERMONT GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

SUBJECT: PRESIDENT'S REIMBURSEMENT

- I. STATEMENT** – This policy shall apply to the President or Designee of VTGFOA for the reimbursement of expenses associated with his/her attendance at (1) the National GFOA annual conference, (2) the New England States Government Finance Officers Association's (NESGFOA) annual conference or (3) NESGFOA spring conference. The purpose of this policy is to support and encourage regional and national networking.
- II. DEFINITIONS - President** – refers to the current President of the VTGFOA
Designee – refers to the current First Vice-President of VTGFOA
- III. PROCEDURES** –
- a. Reimbursement – all applicable invoices and receipts must be submitted for reimbursement of costs associated with attendance at events listed in Section I to the Treasurer for payment, to be reviewed and approved by the full VTGFOA Board in as timely a manner as possible.
 - b. Reimbursable Expenses – conference related expenses shall be reimbursed, not to exceed the annual budgeted amount, in accordance with the following:
 - i. Registration Fee – the cost of registration to attend;
 - ii. Travel – reimbursement shall be for the mode of travel which is most economical. In the case of personal auto use, reimbursement will be at the prevailing IRS mileage rate. Any travel discounts, cash repayments, credits or other incentives shall be credited toward the cost of travel expenses to be reimbursed by the VTGFOA;
 - iii. Lodging – reimbursement shall be for costs associated with stay at a hotel, based on a standard room rate. Other charges such as phone calls, video rentals, room service, etc. shall be the responsibility of the President or Designee;
 - iv. Meals – reimbursement shall be for costs associated with the President's or Designee's meals only, during the travel and stay at the annual conference, if not included in the conference registration fees. Expenses must be supported by dated, itemized receipts. Gratuity, not to exceed 20% of the meal cost, may also be included for reimbursement. Alcoholic beverages will not be reimbursed.
- IV. COMMENTS** – In the event that a guest is brought to the event, the President or Designee shall be responsible for all additional expenses incurred as a result of travel to and from the conference and stay during the conference, other than lodging, for the guest, provided they share the room and the cost is not higher.