

## **SCOPO Reimbursement Guidelines**

The following is a guide with regard to reimbursements for Board Members and Executive Board Members for travel and lodging. Although a number of scenarios were considered during the discussion of this policy, Board Members/Executive Board Members should be encouraged to ask clarifying questions, directed to the Executive Board. Questions should be asked in advance of the travel/expenditure to minimize concerns that may arise.

*Private Transportation* – SCOPO will reimburse each and every Executive Board member at a per mile rate for driving his/her personal car to Board Meetings. Since each Executive Board member is also designated as the member association's representatives, then the Executive Board members will be the only ones designated to receive a reimbursement for that member association. Otherwise, each member association will be entitled to reimbursement for one of their designated representatives. Mileage should be calculated beginning when the person leaves his/her point of origin (most likely residence), and ends at the meeting destination, and from meeting destination back to the original destination (round trip).

*Mileage Rate*- The rate will be determined by the Executive Board, after an advisory rate is recommended by the Budget Committee. The Budget Committee shall make an advisory recommendation once yearly to the Executive Board (in December, for implementation the following January), or at the request of the Executive Board.

As of 5/20/2011, the reimbursable rate for travel by personal car is 0.35 cents per mile.

*Reimbursement for Airfare* – Actual cost is reimbursable, up to the amount that would be paid to travel by personal car. Receipts are required for reimbursement for air travel.

*Other transportation (i.e. rental car, bus, train, etc.)* - Other transportation will be reimbursed at actual cost, up to the amount that would be paid to travel by personal car. Receipts are required for reimbursement.

*Reimbursement for meals* – There will be no reimbursement for meals for Board Members or Executive Board Members.

*Reimbursement for lodging* – Executive Board Members will be reimbursed the actual cost of the hotel room (one night per Board Meeting), based on the "block rate" reserved by the host county. In the event there are no rooms available at the "block rate," rooms will be reimbursed at the "government rate." Whenever possible, the SCOPO book keeper will make hotel reservations via the SCOPO credit card for the 5 Executive Board Members.

In extenuating or emergency circumstances, the President may make expenditures outside of these guidelines if deemed necessary; however, the following must occur: 1) he/she must advise the Executive Board as soon as possible (by e-mail or phone). 2) The Board of Directors must be advised at the next Board Meeting.

Board Members and Executive Board Members will submit a claim for reimbursement to the Treasurer no later than 30 days from the actual date of travel/expense; otherwise, any reimbursement will be forfeited.

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