

**Illinois Association for Floodplain and Stormwater Management
Business Trips Policy**

Adopted

Purpose:

The purpose of this policy is to establish rules for incurring expenses, to be paid by the Association, when traveling on behalf of IAFSM.

Policy:

The expenses of an IAFSM business trip will be covered only when the purpose of the trip is to educate elected officials, whether Local, State or Federal, or to participate in IAFSM sponsored educational programs. Whenever possible, trip expenses will be shared with another benefiting entity.

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Costs covered by IAFSM on such a business trip will include, but not be limited to:

1. Travel including airfare (coach), cab/bus fares or rental of an economy car if required.
2. Accommodations at the most reasonable rate for the particular area.
3. Meals will be based on the GSA rate for per diem based on the city being visited. This rate varies and will be approved by the Association's Treasurer at the time the travel is to take place. Covered meals will be only for the member.

Travelers covered will include IAFSM Officers, IAFSM Committee Chairs or certain IAFSM members at large, when on specific, Board approved IAFSM business.

It shall further be IAFSM policy that, when traveling for the Association, any government employee who can, will seek "State Rates" wherever and whenever possible.

Revised: January 11, 2017