

# **Illinois Association for Floodplain and Stormwater Management**

## **Business Trips Policy**

Adopted

March 13, 2008

### **Purpose:**

The purpose of this policy is to establish guidelines 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.

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 area involved;
3. a per diem which is adjudged reasonable for the area involved, and
4. personal mileage at the current, IRS approved rate.

Travelers covered will include IAFSM Officers, IAFSM Committee Chairs or certain IAFSM members at large, when on specific, Board approved IAFSM business. To receive reimbursement, for any trip where expenses exceed \$50.00, travelers shall complete the approved reimbursement form and submit receipts for lodging and travel expenses. For expenses up to and including \$50.00, travelers may submit the reimbursement form only.

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.