

**P.L.S.O.
TRAVEL, MEALS, MISCELLANEOUS
EXPENSE REIMBURSEMENT
POLICY**

I. POLICY: Any reasonable travel, meal, and miscellaneous expense reimbursement will be approved for payment when any P.L.S.O. member in good standing incurs expenses while performing duties as directed and approved by the P.L.S.O. Board of Directors. The spending limits specified in this policy do not apply to previously budgeted travel expenses such as ACSM and WFPS meetings.

The following guidelines will apply to this policy:

A. Request for reimbursement must be made in writing to the P.L.S.O. Executive Secretary within 45 calendar days of incurring expenses.

B. Original receipts must accompany the written request for expenses.

C. Mileage will be paid for personal vehicle use at the current Federal I.R.S. tax deduction rate.

D. Airfare expenses shall be reimbursed in full only if the following criterion is met:

- 1. The distance traveled from the P.L.S.O. member's primary residence exceeds 150 miles one-way.*
- 2. The reimbursable amount does not exceed what the cost of a round-trip coach class fare would be if purchased at least two weeks in advance from a reasonably competitive commercial carrier.*

In the case of extenuating circumstances, the Board may elect to waive any of the above criteria to allow airline expense reimbursement. This may include circumstances where a member may have a disability, medical or safety reason which would preclude them from being able to drive. It would be expected of those members to make an attempt to carpool with other members attending an approved Board function, if that option is conveniently available before utilizing air travel.

Airfare expenses will not be reimbursed if the fare cannot be used because of a missed flight. It is the responsibility of the user to allow whatever time is necessary in order to board the plane by the scheduled departure time. In the case of a cancelled scheduled flight for whatever reason, it will also be the responsibility of the user to arrange for another flight or secure a refund.

*E. Motel\Hotel and private vehicle mileage expenses shall be paid **only** if the distance traveled from the P.L.S.O. member's primary residence exceeds 75 miles one-way as determined from the Oregon State Controller's Accounting Manual, Appendix C: Oregon Mileage Chart as found on the internet at:
<http://scd.das.state.or.us/oam/scdpolicy/40100poa.htm>*

F. Motel\Hotel expenses shall be reimbursed at a rate of actual cost, not to exceed \$95.00 per day. The limit of \$95 for Motel\Hotel expense may be exceeded upon prior B.O.D. approval or, if the request to exceed said limit occurs during the interim between B.O.D. regular meetings said request may be approved by both the B.O.D. President and B.O.D. Executive Secretary. Motel\Hotel parking expenses shall be reimbursed as a separate, miscellaneous expense.

*G. Meals shall be reimbursed to the following **maximum amounts**:
Breakfast \$8.00 Lunch \$12.00 Dinner \$20.00 Tips are the individual responsibility of the member and will not be reimbursed.*

*H. The cost of alcoholic beverages, in-room movies, and personal telephone calls **will not** be reimbursed.*

*I. Miscellaneous reimbursable expenses include, but are not limited to:
Parking fees, taxi fees and public transportation expenses.*

J. Every effort shall be made to reduce costs to P.L.S.O. Therefore, members are encouraged to seek Motel\Hotel and airline rate discounts through means such as requesting corporate rates, using coupons, and other discounts as available.

K. Should there be a disagreement between a member seeking travel reimbursement and the Executive Secretary as to whether any travel expense is reimbursable, the Executive Secretary shall confer with the B.O.D. President and their decision is final.

Adopted by the Board of Directors, September 7, 2002.