

Texas Floodplain Management Association

Policy: Travel Reimbursement



Approved by TFMA Board on August 27, 2019

PURPOSE

TFMA is a non-profit organization that relies on membership dues and donations for its operating budget. Therefore, TFMA members, Board members, executive office staff and designated TFMA guests are expected to make the most efficient use of TFMA funding as possible.

This policy identifies expenses for which TFMA will reimburse TFMA members, Board members, Executive Office staff, Trainers, Committee Chairs and designated TFMA Guests undertaking activities on behalf of the organization. Travel Authorization Pre-Approval form must be submitted prior to any travel expenses incurred if the person wishes to be reimbursed for travel-related expenses. TFMA Board members are not required to submit said form prior to TFMA Board meetings and/or retreats.

REIMBURSABLE EXPENSES ASSOCIATED WITH TFMA-RELATED TRAVEL

A. TFMA Forms for TFMA members, Board members, Executive Office staff, Trainers, and designated TFMA Guests:

1. **TFMA Travel Pre-Approval Form** – TFMA pre-approval of proposed expenses associated with travel on behalf of TFMA
2. **TFMA Expense Report** – Documentation of actual expenses incurred while representing TFMA. Any reimbursement request line items not shown on the pre-approval form require explanation in order to be considered for TFMA reimbursement. All TFMA reimbursement requests are due to TFMA Office Manager within two (2) weeks of the last date of travel. The Office Manager shall review the request and forward to the Executive Director and the Treasurer for approval of the amount to be reimbursed.

Details of the TFMA Travel Reimbursement Policy are provided below.

B. Definitions

1. TFMA members are those members who are up-to-date on TFMA membership requirements. Such members have been requested by the TFMA Executive Office staff, TFMA Board, or TFMA Committee Chairs to travel and/or represent the Association for a specific purpose.

2. TFMA Executive Office staff includes the Executive Director, Deputy Executive Director, Director Emeritus, Office Manager and/or other staff employed by TFMA.
3. Trainer is an individual with a specific expertise in a particular subject matter.
 - a. All TFMA Trainers will submit the TFMA Trainer Approval Form to the TFMA Training/Credentialing Committee Chair for review and approval by the TFMA Training/Credentialing Committee. Trainers must be a member of TFMA. Trainers must have a minimum of 5 years of experience teaching floodplain management OR demonstrate satisfactory knowledge or expertise in the training being provided.
 - b. Trainers that are participating under the supervision of a TFMA Approved Trainer may be considered for approved TFMA training.
4. Designated TFMA Guests include speakers requested by the Executive Office to provide the J. Mike Howard Lectureship presentation.

C. Expense/Reimbursement Requests

1. TFMA members, Board members, Executive Office staff, Trainers and designated TFMA Guests must complete the TFMA Travel Pre-Approval Form at least two weeks prior to travel when possible. Travel Pre-Approval Forms shall be submitted to the TFMA Office Manager. The Office Manager shall review the request and forward to the Executive Director and the Treasurer for approval. TFMA Board members are not required to submit travel pre-approval forms when attending TFMA Board meetings and/or TFMA Board retreats. (Additional details are provided in this policy.)
2. TFMA will reimburse travel expenses consisting of either airfare (including airport parking, public or private transportation, car rental and fuel for rental car) or mileage, whichever is less. Costs may be limited to that of using alternative transportation options such as using one's own car and paying to park at the destination or airport. Toll road charges are not eligible for TFMA reimbursement.
3. TFMA will reimburse for lodging if pre-approved for overnight travel. The prevailing State rate for hotel will be applicable. The conference-negotiated hotel room rate will be allowed if the person chooses to stay at the host hotel at said rate. In the event that hotel accommodations cannot be secured at or below the prevailing State rate, alternative hotel considerations may be considered for pre-approval on a case by case basis.
4. TFMA will reimburse for meals. Meal reimbursement is limited to the prevailing State rate for per diem. Alcoholic beverages are not eligible for reimbursement. Costs exceeding the prevailing per diem amounts are not eligible for reimbursement.
5. Costs associated with health clubs, pay television, WiFi, other entertainment, special tours, workshops, etc. are not eligible for reimbursement.
6. Classes, conferences, workshops, seminars, etc. for which the person is attending as a participant are not eligible for reimbursement.
7. Upon completion of travel, the TFMA member, Board member, Executive Office staff, Trainer and/or designated TFMA Guest must complete and submit the TFMA Expense Report to the TFMA Office Manager within two (2) weeks of the last day of travel. All receipts and a map showing the route(s) traveled with mileage or odometer readings for proof of mileage must be

submitted with the TFMA Expense Report. The Office Manager shall review the request and forward to the Executive Director and the Treasurer for approval.

8. TFMA does not reimburse the Trainer for time spent. The Trainer's time is considered volunteered time.

D. Reimbursable Expenses Associated with TFMA Board Travel for TFMA Board Meetings and/or Board Retreats

TFMA Board members may request reimbursement without pre-approval for up to two night's hotel accommodations for the TFMA Annual Conference and up to two night's hotel accommodations for the Fall Technical Summit. The TFMA Board member must be registered for the Annual Conference or the Fall Technical Summit to be eligible for two night's hotel reimbursement at said event. If the TFMA Board member is only attending the TFMA Board meeting, then the TFMA Board member is only eligible for one night's hotel reimbursement unless requested and pre-approved for a second night due to travel times that prevent the Board member from attending the board meeting with only one night's hotel stay. If the Board member chooses to stay at a lesser expensive hotel, the Board member is only eligible to be reimbursed actual expenses for one or two night's hotel accommodations as described here.

TFMA Board members are eligible for reimbursement of one night hotel accommodations associated with participation in a TFMA Board retreat.

Each Board member shall submit a report for his/her own expenses. No combined reports will be accepted. Travel-related expenses may also be reimbursed according to the following requirements except for meals. TFMA does not reimburse for meals and incidentals for these two events.

1. TFMA will reimburse travel-related expenses according to the following:

- a. Airfare (including airport parking, public or private transportation, car rental and fuel for rental car) or mileage, whichever is less. Mileage must include a map showing the route(s) traveled and mileage. Costs may be limited to that of using alternative transportation options, including using one's own car and paying to park at the destination or airport.
- b. Parking
- c. Lodging (Rate is limited to a maximum of the prevailing federal per diem expense rate for the destination.) The prevailing State rate for hotel will be applicable. The TFMA hotel conference-negotiated room rate will be allowed if the Board members chooses to stay at the host hotel at said rate. In the event that hotel accommodations cannot be secured at or below the prevailing State rate, alternative hotel considerations may be considered for pre-approval on a case by case basis.
- d. Event registration, except for TFMA-sponsored classes, conferences, workshops, seminars, etc. for which the TFMA member is attending as a participant.

2. TFMA will not reimburse the following travel-related expenses:

- a. Toll roads
- b. Alcoholic beverages
- c. Meals and incidentals for travel associated with TFMA Annual Conference, Fall Technical Summit and Board retreat
- d. Costs exceeding those allowed by the prevailing federal per diem expense rate for the destination

- e. Health clubs
- f. Pay television, WiFi, or other entertainment expenses
- g. Special tours or additional educational opportunities associated with a conference
- h. TFMA classes, conferences, workshops, seminars, etc. for which the TFMA member is attending as a participant

3. Reimbursement Requests

Reimbursement requests and supporting documentation, including itemized receipts, are due to the TFMA Office within two (2) weeks of the last day of travel associated with TFMA business. The current TFMA Travel Expense Voucher must be used for such requests. Reimbursement requests will not be considered after the deadline.

Pre-approval submissions for consideration of requested exceptions to this policy may be submitted to the Executive Director and Treasurer for consideration. In the event that the person disagrees with the Executive Director's and Treasurer's decision, the person may request the Executive Board of Directors to consider the request and make a final determination.