

**Maine Recreation and Park Association
Board of Directors
Travel Reimbursement Policy**

1. Purpose

The Board of Directors of the Maine Recreation and Park Association(MRPA), hereafter referred to as The Board, recognizes that board members and officers may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of the organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, (c) provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Board members, and (d) minimize the challenge of travel and geography which will allow for the opportunity for board members to participate in board functions.

2. Expenses Eligible for Payment or Reimbursement

Lodging

Board members traveling for Board meetings or functions may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. The Board recognizes the convenience and the cost of staying in or near the meeting location. Board members shall make use of available corporate and discount rates for hotels. Board members may request the Executive Director or Treasurer to make lodging arrangements pursuant to this policy.

Meeting Hosts

Board members who host Board meetings or other Board functions may be reimbursed for food costs not to exceed \$40.00 per meeting. This includes lunch costs if that is provided as part of the Board meeting or Board function.

3. Reimbursements and Receipt Requirements

Receipts are required for all expenditures billed directly to MRPA, such as charges. No expense will be reimbursed to a Board member unless the individual requesting reimbursement submits with the Expense Report receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

4. Policy Responsibility

The President or his/her designee, the Treasurer and the Executive Director shall be responsible for the delivery and management of this policy. The Treasurer shall be responsible for ensuring individual expenses are reported and reimbursed accurately and in a timely manner.

5. Policy Review

This policy will be reviewed at least every two years and recommendations for amendments will be approved by The Board.