

## OFDDA POLICIES

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### BOARD OF DIRECTORS EXPENSES REIMBURSEMENT

#### 1.0 **PURPOSE**

The purpose of this Policy is to establish guidelines for reimbursing Board members for expenses incurred while conducting the business of the Oregon Fire District Directors Association.

#### 2.0 **SCOPE**

This Policy applies to all Board members with the Oregon Fire District Directors Association.

#### 3.0 **GENERAL PROVISIONS**

3.1 Only those expenses not covered by the Board member's District will be eligible for reimbursement.

3.2 Meal and lodging expenses are to be verified by providing receipts, with the following guidelines:

3.2.1 Total daily meal cost shall be reimbursable at the same rate allowed state agency representatives by the Oregon Department of Administrative Services for in-state travel.

3.2.2 Lodging will be reimbursed at Continental United States (CONUS) rates.

3.2.2.1 Allowable room reimbursement shall be limited to the number of meeting days, plus one night.

3.3 Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service or coach air fare.

3.4 When attending other functions (conferences, seminars, etc.) in conjunction with Board meetings, only those expenses attributable to conducting Association business over and above the activities of the other function are eligible for reimbursement.

3.5 Board members who wish to receive reimbursement must submit a reimbursement request form to the OFDDA office.

3.6 Exceptions to this policy may be granted by the approval of the Executive Board or Board of Directors.