

## Primex<sup>3</sup> POLICY MANUAL

Document Name: <b>TRAVEL REIMBURSEMENT POLICY</b>	Date Adopted: <b>9/24/2004</b>
Category: <b>GOVERNANCE – 1.14</b>	Revision: <b>02/10/2006</b>
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### Travel Reimbursement Policy

#### **Policy Statement:**

It is Primex<sup>3</sup>'s policy that Trustees be reimbursed for all authorized expenses incurred in the conduct of Primex<sup>3</sup> business.

#### **I. Purposes/Expected Outcomes**

##### Purpose

The purpose of this policy is to establish a process for reporting the expenditure of funds and providing for the reimbursement of approved expenses in the conduct of Primex<sup>3</sup> business.

##### Expected Outcomes

The Travel Reimbursement policy shall ensure that Primex<sup>3</sup> resources are expended in accordance and consistent with the Governance Policy.

#### **II. Responsibilities**

It is Primex<sup>3</sup>'s responsibility to reimburse Trustees for all authorized expenses incurred in the conduct of Primex<sup>3</sup> business as provided in this policy. Primex<sup>3</sup> will reimburse its Board of Trustees for the following expenses related to travel on official Primex<sup>3</sup> business.

##### **1. In-State Travel**

Each Trustee will receive mileage reimbursement at the current IRS rate for each regular board meeting he/she attends

Each Trustee will receive mileage reimbursement at the current IRS rate for each standing committee, special committee and advisory council meeting he/she has been assigned by vote of the Board, and attends

##### **2. Out-of-State Travel**

Airfare:	Coach Class
Driving:	Most current IRS rate/mile
To/from home airport:	Limousine or other airport transportation service or airport parking fees

##### **3. Meals**

As appropriate, Primex<sup>3</sup> will be providing most meals when the Board is meeting on Primex<sup>3</sup> business within the state. If a Board member is on official Primex<sup>3</sup> business other than Board meetings, meals will be reimbursed for the travel day immediately proceeding the day on which business is to be conducted through the day on which business is concluded. Consideration will be given to reimbursing an additional day if the cost is offset by a savings in airfare or if travel limitations necessitate departure the day after the meeting concludes.

*Continue*

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<div>4. Hotel Room and Parking Fees</div> <div>Any room, other than a suite, and hotel parking fees will be reimbursed for the travel day immediately preceding and the day(s) on which business is to be conducted through the day on which business is concluded. If travel limitations necessitate a departure the day following the meeting these expenses shall also be reimbursed. Consideration will be given to reimbursing additional day if the cost is offset by a savings in airfare or if travel limitations necessitate departure the day after the meeting concludes.</div> <div>5. Rental car/cab/shuttle fees</div> <div><div>Rental car</div><div>Any class other than luxury, minivan or SUV</div><div>Cab/shuttle</div><div>Actual cost plus tip</div></div> <div>III. Monitoring</div> <div>The Chairman of the Board and the CEO shall monitor to ensure responsibilities are met and in compliance.</div>		
<div>End</div>		
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