



GEM POLICY MANUAL

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[June 2003](#)

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Board of Directors Travel Reimbursement Policy

Policy Statement:

Reasonable costs associated with governing GEM are to be borne by all of GEM's members. GEM will reimburse its Board of Directors for expenses related to travel on official GEM business.

1. Purposes/Expected Outcomes

The purpose of the policy is to ensure valid, accurate, and timely processing of expenses related to travel for the Board of Directors.

The expected outcome is that travel related expenses will be accounted for in GEM's financial reporting and member accounting system as administrative costs.

GEM will reimburse its Board of Directors for the following expenses related to travel on official GEM business.

1. Transportation

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

2. Meals

GEM will provide most meals when the Board is meeting. If a Board member is on official GEM business, other than Board meetings, meals will be reimbursed for the travel day immediately preceding 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.

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3. Hotel Room and Parking Fees

Any reasonably priced 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 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.

4. Rental car/cab/shuttle fees

Rental car	Any class other than luxury, minivan or SUV
Cab/shuttle	Actual cost plus tip

5. Other expenses

Other reasonable expenses such as porter tips, maid tips and refreshments will be reimbursed.

Reimbursement will be made by GEM based upon submitted receipts and/or expense reports.

6. Expenses are to be submitted with supporting receipts to the GEM Executive Office within 30 days following the Board of Directors Meeting.

II. Responsibilities

The Board of Directors have the responsibility to timely submit travel related expenses and receipts for processing and financial reporting.

The Chief Executive Officer shall review and approve travel expenses and allocations.

III. Monitoring

If any submitted expenses are not authorized by this policy the Chief Executive Officer shall report the expenses to the Board Chairman who shall be responsible for assuring policy compliance.

End