



# NARFE

National Active and Retired Federal Employees Association

Idaho Federation of Chapters of National Active and Retired Federal Employees Association

September 30, 2008

## FEDERATION EXPENSE POLICY

### EXECUTIVE BOARD RATE OF REIMBURSEMENT

- Cost of common carrier or 25 cents per mile for private vehicle. -- Actual cost of lodging up to \$75 per day - supported by receipts.
- For National Conventions and Workshops the rate of reimbursement will be the actual cost of lodging.
- Meal allowance at the rate of \$7.00/breakfast, \$8.00/lunch and \$15/dinner. Receipts not required.
- Cost of convention registration.
- Actual cost of banquet at State and National Conventions.
- Actual cost of postage, phone charges and supplies supported by receipts.

### COMMITTEE CHAIRS RATE OF REIMBURSEMENT

- Committee Chairs will receive travel expenses in accordance with the above if their presence at a Board Meeting is requested by the President.
- Actual cost of postage, phone charges and supplies up to the amount budgeted by the Federation supported by receipts.

### APPROVAL PROCESS:

- Meal allowances will only be considered for overnight stays; except as approved otherwise by the President.
- Travel expense Claims shall be submitted to the Treasurer on Expense Report (FH-2) with the requisite receipts attached. Other expense claims require a receipt or paid invoice with a brief explanation of the purpose of the expense and the requestors signature.
- The Treasurer is authorized to approve Expense Claims that are in accordance with the budget. All others must be approved by the President.