



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.