



## ADMINISTRATIVE EXPENSE POLICY & PROCEDURE

Members of the Board of Directors are volunteers of the Association; however, some situations may necessitate the reimbursement of certain expenses that are incurred in the service of the Association.

### Board President

The president shall be registered at no charge for any and all MMTA training events they attend while actively serving as MMTA Board President. The President should attend all training in-person whenever possible. This does not include extra activities, guest fees, or add-ons that are not included as part of an event's base registration fee. The President will receive lodging for Fall Conference for a reasonable number of nights (i.e., Sunday through Tuesday) at no charge; reservations will be made by the association manager.

### Committee Chairs

A Committee Chair shall be registered at no charge for the training event they are responsible for organizing. This does not include guest fees or add-ons that are not included as part of an event's base registration fee unless their participation in the activity is necessary as a part of their leadership (i.e., a golf event at Fall Conference). Chairs will also receive lodging for the event they are coordinating for a reasonable number of nights at no charge; reservations will be made by the association manager.

- Winter Workshop: Vice President, one night lodging
- Basic Institute, Education Chair, five nights lodging
- Advanced Institute, PDC Chair, three nights lodging
- Fall Conference, President-Elect, three or four nights lodging

### Board Meetings and Other Events

For in-person meetings of the Board of Directors that require an extra overnight stay, all officers, directors, and non-voting board members whose attendance is required shall be provided with lodging and meals.

- This does not include lodging during MMTA training events when a meeting is scheduled in a way that does not require attendees to arrive a day early or stay a day late.
- This does include expenses for board members not registered for Basic Institute who attend the graduation banquet on Thursday evening (reservations must be requested at least three weeks prior to the event). Board members are responsible for applicable meal charges if they bring a guest.
- Board members will work with the association manager to ensure reservations and billing are correct.

### Planning Site Visits

It may be necessary for board members to participate in site visits to potential venues for an upcoming event during planning stages. Lodging and meal expenses (when not covered by the participating venues) will be reimbursed by the Association. If necessary, mileage can also be reimbursed.



## **Association of Public Treasurers of the United States and Canada (APT US&C)**

Participation and cooperation with MMTA's national organization, APT US&C, is a high priority for the Board of Directors to support; MMTA will support the in-person participation of the president or their designee to the APT US&C annual conference.

APT US&C's current policy is to provide one free registration to their Annual Conference for the MMTA President, which can also be used by another Board Representative (i.e., President Elect or Vice President) if the President is unable to attend. MMTA will cover lodging and travel expenses for one eligible board member to attend the conference; this shall also include the registration fee if the APT US&C policy changes. Lodging shall be at the APT US&C group rate for a basic room at the conference hotel/venue. The MMTA attendee is expected to attend any and all scheduled events included with the conference registration, as well as any special meetings APT US&C has for state affiliate representatives.

MMTA will provide a complimentary registration fee to the APT US&C president or their designee to attend the MMTA fall conference. Lodging will be the responsibility of APT US&C.

## **Presentations and Training**

Any MMTA member who agrees to provide training for an event who is not a registered attendee of the event may be provided one night's lodging as required for an early or late presentation time. The member can take part in any meals that are provided during a reasonable time surrounding their presentation time and can be reimbursed mileage, if necessary.

## **Additional Guidelines**

Accommodations provided or reimbursed under this policy will be at the basic group rate negotiated under the applicable venue contract. Complimentary upgrades provided by the venue/hotel may also be used.

Alcoholic beverages may be provided as part of a group meal or activity but will not be reimbursed to an individual.

Under no circumstance should an individual who is receiving compensation from their municipality or organization be doubly compensated for a benefit listed in this policy. For example, if a board member receives an auto stipend, they are not eligible for mileage reimbursement. Board members are expected to be mindful of their own potential conflicts and share concerns with the association managers or treasurer.

Mileage reimbursement will be at the prevailing IRS rate.

Expenses must be submitted to the association manager within 30 days using an Expense Request Form and include receipts or other supporting documentation.

All expenses in this policy shall be accounted for in the annual MMTA budget as accurately as possible and approved by the event chair or president. In the event of budget shortfalls, the board can adjust this policy as necessary to remain fiscally responsible.

*Adopted by Board of Directors on March 14, 2023.*