

Part III. Employee Handbook Policy, IV. Staffing and Development, D. Training and Development, 3. Travel/Reimbursement Expenses

Travel expenses for credit union training, conferences and meetings, both in state and out of state, are generally authorized by the board through the budget process. Specific rules regarding travel for officials and staff are as follows:

1. Registration expenses, hotel and meals are paid by the credit union. To avoid taxes, the hotel reservation must be paid by a corporate GTFCU card or prepaid by corporate check. If paid by a GTFCU card issued to a specific person, or a personal card, the taxes will apply. Out of pocket expenses will be reimbursed by the credit union. Actual expenses will be the basis for reimbursement. Daily per diem will not be used. At all times, efforts will be made to keep costs low and reasonable. GTFCU employees and officials are allowed one phone call per day to their home. A dollar limit of \$5 per day will apply. Any personal telephone charges incurred in excess of that amount will be charged to the employee or official.
2. The least expensive of air or mileage will normally be the method of travel reimbursement. The mileage reimbursement rate will be the then current IRS allowed rate. If travel by auto is desired in lieu of air, then reimbursement will be limited to the lowest coach price available. Appropriate leave will be used by staff when driving instead of flying.
3. Receipts for all expenses must be submitted for reimbursement. All documentation possible will be turned in for expenses paid by the credit union, such as prepaid hotel and airlines.
4. Reasonable expenses associated with spouses/guests of board and staff will normally be paid by the credit union to include spouse/guest registration when appropriate.
5. Spouse/guest air will be not be paid by the credit union.
6. Board members will normally be limited to two major conventions/meetings per year. Exceptions to this may be approved by the board. The Supervisory Committee is encouraged to attend one related conference per year.
7. Staff travel will be approved by the President/CEO normally within the constraints of the budget set by the board. All travel will have an appropriate business purpose. For special conventions/meetings, the President/CEO will ensure that personnel are given the opportunity to attend with a fair distribution of the travel being made.
8. All travel arrangements will be coordinated through the Executive Assistant for record keeping and price comparison.
9. Requests for reimbursement should be submitted within thirty days of completion of travel or when the expense was incurred.
10. Reasonable expenses for meals, lodging, transportation and incidentals will be paid for by the credit union. Questions regarding reasonableness will be determined by the President/CEO.