

Travel and Conference

Members of the Joint Powers Board, Executive Committee and School Risk and Insurance Management Group (SRIMG) staff are encouraged to attend conferences and professional meetings when such activities' purpose is to improve the operation of SRIMG or the ability of a member or employee to perform his or her duties more effectively.

Approval for all conferences and professional meetings for Joint Powers Board or Executive Committee members shall be given by the Executive Committee. The Executive Committee shall establish a budget for SRIMG staff for conferences and professional meetings. The Executive Director shall approve staff attendance at conferences and professional meetings.

The purpose of travel is for SRIMG business that cannot be accomplished by telephone or correspondence, and includes attendance at professional conferences or special meetings. Such travel is to be accomplished at the lowest possible cost to SRIMG.

Travel and conference reimbursement shall be in accordance with approved regulations. When a private automobile is used for transportation, reimbursement shall be made on the basis of the current Internal Revenue Service accepted rate to the extent that such mileage would not exceed the cost of travel by common carrier.

Meals that are not paid for as part of a conference registration shall be reimbursed the actual cost of meals but should not exceed these limits:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

or a maximum daily total of \$70.00 (seventy). Expenditures must be supported by valid receipts.

Special banquet meals, which are part of a conference program that exceed these limits, are acceptable if approved by the Executive Director or designee.