

Wisconsin FFA Alumni Association Executive Director Expense Reimbursement Policy

Travel is required of the Executive Director in order to fulfill the responsibilities of the position. This policy addresses the rates, procedures, and oversight for reimbursement of business-related expenses of the Executive Director.

- Business mileage will be reimbursed at the rate of 35 cents per mile.
- Carpooling, where feasible is encouraged to minimize expenses. Passengers in a ride share may claim mileage from their home to the ride share pick up point. Only one ride share reimbursement will be paid for the shared portion of travel.
- Requests for travel expense reimbursement will be submitted and paid monthly.
- The Executive Director will submit a completed Travel Expense Reimbursement form with receipts for public transportation, registration, and lodging attached and mileage detailed, to the President for review and approval prior to payment of reimbursement.
- Reimbursement for travel expenses including transportation, lodging, and registration is authorized within the limits of the director expense budget requested and approved by the council, as follows:
 - Association Council meetings, including the Wisconsin FFA Alumni Convention.
 - Association committee meetings on which the Director serves.
 - The State Leader Development Workshop
 - FFA Alumni sectional meetings at which the Director's presence is requested.
 - The National FFA Alumni Convention.
 - The Wisconsin FFA Convention when serving in an official capacity (judge, booth, workshop presenter, etc.)
 - FFA Family organization and other meetings as per responsibilities outlined in the position description.
 - Travel related to maintenance and operation of the state office.
 - Travel related to professional development activities that are approved by the Executive Committee as part of the performance improvement plan.
 - Other activities related to Wisconsin FFA Alumni business as authorized by the Executive Committee or Council.
- Additional lodging is authorized according to the following schedule:
 - Accommodations for the evening before a meeting/program that begins at or before 8 a.m. when travel of 100 miles or more from their home to the site of the meeting is required.
 - Accommodations for the evening of a meeting/program that ends at or after 10 p.m. when travel of 100 miles or more from the site of the meeting to their home is required. (with a limit of \$125.00/night)

Meal Reimbursement

- Reimbursement limits for meals authorized by this policy are \$9 for breakfast, \$12 for lunch, and \$15 for dinner.
- Council members and non-council member committee chairs are authorized to claim reimbursement for one meal on Friday and up to three meals on Saturday of council meeting weekends.
 - The number of reimbursable meals is reduced one for one by complimentary hotel breakfast for those lodging at the hotel and sponsored lunches during council meeting weekends.