

## **Article VII. Travel, Lodging, Meals and Professional Association Membership**

### **Section 7.01 Travel Policy**

- (a) Authorization to travel to conferences, presentations or other meetings where the EDCFSC will be represented must be pre-approved by a majority vote of the Board of Directors whether or not expenses are to be paid by the EDCFSC.
- (b) If travel is authorized by the Board of Directors and is to be paid for by the EDCFSC a reasonable amount will be reimbursed for meals and lodging.
  - 1) Reimbursement rates shall not exceed those allowed by standard federal per diem rates.
- (c) Any request for authorization to travel must include the purpose of the travel, destination/event description, method of travel, estimated cost of travel, meals and lodging and an estimated total cost.
- (d) Any request for travel reimbursement must be submitted using an approved expense account form accompanied by all pertinent receipts.
  - 1) EDCFSC does not provide credit cards.

**Section 7.02** Reimbursement for membership fees for professional associations may be allowed depending on value to EDCFSC and budget constraints. Any request for payment of membership fees should be presented in advance for Board of Directors approval.