

Article XIV
EXPENSES

SECTION 1. Council members, alternates, committee members, or employees, when acting on authorized business, shall be reimbursed for necessary and reasonable expenses incurred by them in the performance of their duties as stated in our policy statement.

SECTION 2. The Treasurer shall approve all expense vouchers **of the Executive Director. The Executive Director will approve all other member, alternate, committee member, and vendor expenses as well as those of** Council employees under the supervision of the Executive Director.

SECTION 3. Each person filing a claim for reimbursement shall be responsible for supplying the necessary receipts or a reasonable explanation of the various expenses incurred. A standard expense voucher will be supplied by the Council for use in filing claims. All such claims for reimbursement shall be filed within 30 days following the date the expenses were incurred. Reimbursable expenses shall include the following: (a) mileage for automobile travel at a rate to be determined by the Council, **however should a claim for automobile mileage reimbursement exceed \$400, the round trip cost by auto will be compared to the most recent and lowest round trip price available for airfare to and from these same locations, and the lower of these two costs will be awarded to the claimant;** (b) transportation charges of a common carrier (when available, coach service must be utilized for domestic airplane flights; business class may be utilized for international flights over six hours); (c) bridge or highway tolls, tips, parking or other charges incidental to transportation, but excluding fuel, oil, automobile repairs or service; (d) all meals while engaged in Council business, **unless the Council elects to allocate a monetary per diem payment in lieu of actual meal expenses. (Note: when a meal claim is made by one traveler for multiple travelers engaged in Council business, the name of all those travelers must be listed on the claimants expense claim or meal receipt);** (e) hotel or motel room charges when Council business requires the claimant to be away from the member's or employee's place of residence overnight; and (f) incidental expenses which are incurred in the performance of Council business, all such expenses to be adequately explained and/or verified.

EXHIBIT #1