

TRAVEL POLICY



Lufkin Firemen's Relief & Retirement Fund

1/31/2012



**Office of City of Lufkin
Firemen's Relief & Retirement Fund**
300 E. Shepherd Street
Lufkin, Texas 75901
936.630.0555 – Voice
936.633.0408 – Fax
drussell@cityoflufkin.com

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PURPOSE:

This document establishes policies guiding the payment of travel and related expenses incurred during the conduct of the Lufkin Firemen's Pension Fund (The Fund) business. It is Fund policy to cover and reimburse Trustees and Staff (Plan Administrator) for ordinary, necessary and reasonable travel expenses that are directly connected with or pertaining to the transaction of Fund business. Trustees and Staff (Plan Administrator) are expected to exercise prudent business and personal judgment regarding expenses covered by this policy.

DESIRED RESULTS/OBJECTIVES:

The Fund Board of Trustees has two major reasons for having a travel policy: (1) cost containment and (2) the ability to compensate Trustees and Staff Plan Administrator) for reasonable travel expenses.

POLICY:

Trustees may receive reimbursement from The Fund for all necessary travel expenses that they incur in the performance of official Fund business.

Staff (Plan Administrator) should make travel arrangements for Trustees using good business practices and providing the best value.

Trustees shall pre-approve the Staff (Plan Administrator) to receive any reimbursement from the Fund for necessary travel expenses which may be incurred in the performance of official Fund business.

RESPONSIBILITIES:

Trustee:

- Shall advise Staff (Plan Administrator) of upcoming travel
- Shall complete a Travel Request and Expense Report, sample attached to this Policy. The Trustee's signature on the Travel Request and Expense Report indicates that the expenditures are reasonable, prudent, true and correct and have been made in accordance with this travel policy.
- Shall provide all receipts, for all travel related expenses, to Staff (Plan Administrator) for processing.



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- Are expected to attend, each day, a substantial portion of any conference, seminar or training session paid for by the Fund.

Staff (Plan Administrator):

- Shall make travel arrangements for transportation and lodging needs. Special conference rates and negotiated transportation rates will be utilized unless a better rate is identified.
- Will use the credit card issued to the Fund to book all travel arrangements.
- Is responsible for updating Cash Flow Report, to reflect travel expenditures.
- Is responsible for reviewing credit card statement and advising Custodial Bank to pay statement.

General:

The Fund will not advance any travel money. The Fund will not pay any portion of a trustee's travel companion's expenses, including additional room cost.

Trustee's action and behavior, while traveling on Fund business at Fund expense, reflects on the Firemen's Board of Trustees, City of Lufkin. Professionalism is expected at all times during travel. Any action that is inappropriate or would give the appearance of being inappropriate shall be avoided.

Transportation:

Mileage Reimbursement:

When personal vehicles are used, Trustees shall be reimbursed an amount based on the number of miles times the current approved mileage rate. (Fund will use the same mileage rate used by the City of Lufkin). If airfare as group is cheaper than mileage for driving then the lesser shall be repaid to the Trustee whose vehicle was used.



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Air Travel

The purchase of round trip 'coach class ticket' is recommended. When practical all airline reservations shall be made sufficiently in advance to take advantage of airline discount rates, if available. Electronic or "E-tickets" should be utilized when available, in order to avoid paper ticket surcharges. Receipt required.

Group Travel

When two (2) or more Trustees and/or Staff (Plan Administrator) are traveling to the same destination for the same conference/training, they shall carpool their land transportation, unless approved by the Board of Trustees, prior to travel. The Board will not reimburse multiple employees for traveling to the same destination for the same purpose unless group exceeds four individuals. If a trustee or Staff (Plan Administrator) chooses not to carpool that individual will not be compensated for the cost of land travel. Use of City Fleet car is recommended.

Meals & Other Activities:

1. Regular Meals: The Fund will pay for actual and reasonable expenses related to meals consumed during official travel. Receipts Required.

If meal receipts include payment for meals of other people, the returned receipt must include the names of the people and the nature of the business that required payment for those persons.

2. Special Conference Activities: Many conferences provide activities such as tours, receptions, meals, etc., which are offered at an additional cost to the participant. The Fund may pay for these activities if the activity is of reasonable cost, not purely social, and the information gained would be of benefit to the Fund and/or the Board. Trustees should include these activities on the Travel Request Form as a separate item with the cost shown.

3. Miscellaneous: The Fund will not pay for movies or video games. Snacks (unless substituted for a meal) will not normally be approved for reimbursement. The Fund does not pay for alcoholic beverages.

4. Accounting: All reimbursement of funds awarded to Trustee's will be kept and posted in the minutes of the next available regular meeting of the Board.

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AUTHORITY:

The Staff (Plan Administrator), in cooperation with the Board of Trustees is responsible for development and update of this policy.

The Board of Trustees has approval authority for this policy.

Prepared by

Diana S Russell

Plan Administrator

Approved by:

Jimmy Ragsdale

Chairman, Board of Trustees

Date Revisions Adopted: January 31, 2012