

REMIF'S CONFERENCE POLICY AND TRAVEL REIMBURSEMENT EXPENSE GUIDELINES

Scope

- **Each Member is responsible for making their reservation at the conference and appropriate lodging accommodations.**
- REMIF will no longer register Members for conferences or make hotel/lodging reservations for attendees.
- Travel advance checks will no longer be issued to Members.
- REMIF will reimburse up to a total of 6 employees from each Member to attend conferences each fiscal year. For example: a city can send 3 employees to PARMA and 3 to CAJPA or 4 to PARMA and 2 to CAJPA. There is no longer a limit of 2 employees per conference and maximum of 4 employees per fiscal year.
- Each Member must notify the REMIF Administrative Assistant confirming attendance to the conference.
- This policy is effective on 07-01-15

Travel Related Expenses - REMIF will reimburse the Member for the following:

- **Registration:** Cost of registration for employee up to the cost for early bird registration as a CalPELRA, CAJPA, or PARMA member
- **Hotel/Lodging:** Lodging accommodations, at the conference rate, including the night before conference starts. On occasion, REMIF will also pay for the night the conference ends if special arrangements had been made and doing so will lower the price of airfare (i.e., Saturday to Saturday reservations).
- **Meals:** Reasonable cost of meals, which are not included with registration or provided by REMIF. If meal receipts are provided, REMIF will reimburse up to \$15 breakfast, \$20 lunch, and \$50 dinner. If no receipts are provided, the maximum reimbursable amount will be: \$7.50 breakfast, \$10 lunch, and \$20 dinner. Tips are included in the amounts listed above.
- **Tips:** Reasonable amount for tips for services provided (tips for meals are not included here). Example of such a tip: valet parking.
- **Transportation/Travel:** Transportation either provided or arranged by REMIF or with REMIF's knowledge (use of private auto, at the current IRS stated cost per mile rate) in lieu of rental car, taxi or shuttle service to and from airport to hotel and/or to and from restaurant for dinner. If the attendee chooses to drive to the conference rather than fly, when flying is available, REMIF will pay the lesser of mileage/parking/ bridge tolls versus airline ticket/parking/mileage to and from the airport.

Travel Related Expenses continued...

- **Discounts:** Government and/or group rates offered by a provider of transportation or lodging services shall be utilized whenever possible.

Exclusions - REMIF will not reimburse Members for the following:

- Spouse, domestic partner, or dependent's supplemental registration for conferences, lodging cost that exceeds the employee's conference cost, and any meals or transportation costs
- Personal Items: Entertainment not included in registration, in-room movies, snacks, faxing charges, computer terminal charges, laundry/dry cleaning, telephone calls.
- Meals for breakfast, lunch or dinner when REMIF or conference provides for the meal.
- Alcoholic beverages (this does not apply to REMIF hosted events).
- Late fees or non-member fees for conference registration or cancellation fees.
- Any cost for a member not attending the conference.

Travel Expense Reimbursement Procedure

1. Member may request reimbursement using the Travel Expense and Reimbursement form. The form can be downloaded from the REMIF website under the Documents Tab.
2. Complete the form and attach all applicable receipts. Please specify whether the check should be made out to the Member or the City.
3. Form and receipts must be submitted within 30 days of travel and should be mailed to: REMIF, Attn: Finance Director, PO Box 885, Sonoma, CA 95476.
4. Once reviewed and approved by REMIF General Manager, a check will be issued and mailed to Member or City.