



# Minnesota FAIR Plan

## Plan of Operation

### Appendix F

#### Public Member Travel Expense Reimbursement Policy

June 11<sup>th</sup> 2009

The policy outlined here is in addition to the \$200 per diem paid for Public Member's participation in meetings.

#### **Lodging:**

The Holiday Inn Express (HIE), located two blocks from our office, allows the FAIR Plan a special rate with unlimited 'in and out' parking privileges. HIE was chosen for its proximity to the Plan office and their willingness to provide a reasonable discount to the Plan.

HIE will direct bill the Facility, eliminating the need for a Public Member to claim reimbursement for this expense. If a Public Member chooses to upgrade their accommodations to a two-room suite, the whirlpool suite, or to double occupancy, our discount will be extended to them for the upgrade. Public Members taking advantage of the discounted upgrade would be required to provide payment directly to the HIE. Expenses for an upgrade will not be reimbursed by the Facility.

If a Public Member chooses to lodge at another location, the lodging allowance can be claimed using the current process for travel reimbursements. A receipt would be required for reimbursement. Reimbursement would be for the amount actually spent not to exceed \$100.00, unless approved by the Executive Committee.

#### **Mileage and Parking:**

We allow the accepted IRS rate of reimbursement for mileage. We will measure mileage from the Public Member's residence or place of business, to the HIE, doubling this distance for the total allowed. Allowable mileage will be determined using one of the many software programs available for this purpose.

Public Members who do not claim lodging expenses can claim parking expense by submitting a receipt for the expense.

#### **Meals:**

A per diem of \$25.00 will be paid for the travel day to Minneapolis. This will cover dinner on the night of arrival. The HIE provides free continental breakfast for guests. There will be no allowance for lunch on the day of the meeting as the organization provides for this.

## **Exceptions**

### **Lodging:**

Special circumstances can arise that result in shorter lead times for reservations, and could result in lack of availability at the HIE.

If an 'emergency' meeting of the Board or a Committee is scheduled, a member of the FAIR Plan staff will make reservations at HIE on behalf of the Public Members who will attend. If we learn that there will be no rooms available, we will inform the Members who will be attending that they should secure lodging on their own.

In cases such as this, every effort should be made by the Public Member to secure lodging at a cost of \$100 per night or less. If such efforts are unsuccessful, the Public Member will be reimbursed their actual expense (including parking and room tax), not to exceed the cost of single occupancy at the location selected.

If walking to the Plan office for the meeting is not possible, Public Members may claim parking expense in addition to their lodging expense.

### **Meals:**

If a Public Member is forced to stay at a location that does not offer free breakfast (due solely to lack of space at the HIE), they will be allowed \$7.00 for breakfast expense for each day of their stay.

### **Multi-night stays:**

On rare occasions it may be necessary for a Public Member to stay for more than one night, due to meeting(s) scheduled early the following morning. In cases where more than one night's stay is necessary, expense for the additional night(s) will be paid as outlined in this proposal. The Executive Committee must provide approval for the additional expense.

Whenever the Executive Committee approves a stay of more than one night, Public Members will be reimbursed \$25.00 for their evening meal on the day of travel, as well as \$25.00 for their evening meal on each additional night of their stay. If lunch is not provided by the FAIR Plan on any of the days of their extended visit, Public Members will be allowed a \$10.00 meal expense for lunch on each of those days.

### **Other Exceptions:**

No policy can anticipate every contingency that can arise. In the event that a situation arises that is not contemplated by this guideline, Public Members are free to submit their special expense requests to the Executive Committee for approval.