

Florida Local Government Information Systems Association

Travel Authorization and Reimbursement Policy

It is the policy of the Florida Local Government Information Systems Association (FLGISA) to provide reimbursement of travel or event-related expenses should anyone on behalf of the FLGISA travel outside the home municipality in which he or she ordinarily works and/or resides.

FLGISA reimbursement of any travel or event-related expenses may be approved subject to the reasonable discretion of the Board and the following conditions:

- Travel expense reimbursement shall be limited to any event-related attendance fee, reasonable lodging, transportation (airfare, personal vehicle standard mileage reimbursement, mass transit fare and vehicle rental), and meal expenses incurred
- Travel for which expense reimbursement is sought must be approved in advance by the Board
- Travel expenses must be reasonable and necessary, must fall within GSA per diem rates, and pertain only to FLGISA-sanctioned events or activities
- Air travel for which reimbursement is sought shall be limited to the cost of coach-class airfare
- A pre-approval request for travel expense reimbursement must be submitted to the Board for review and approval, and should indicate the intended destination and event; the intended purpose and benefit to FLGISA; and the estimated costs
- A post-travel expense report must be submitted upon return to the Board to include a brief narrative description of the travel completed that explains if the intended purpose and benefits were achieved; and a list of all reimbursable expenses incurred with copies of all receipts

Approved by the FLGISA Board of Directors on March 18, 2016.