

# 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 of Directors 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 of Directors
- 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 of Directors 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 of Directors 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.**