

# Florida Local Government Information Systems Association Board of Directors Conference Proximity Reimbursement Policy

The purpose of this Policy is to establish a procedure that facilitates those instances when reimbursement of the reasonable and related costs incurred for meals, travel, and the hotel may be made to the FLGISA Board of Directors (hereafter the “Directors” or collectively, the “Directors,”) following attendance at the FLGISA’s Annual Conference or Winter Symposium.

Due to the exceptional official conference-related duties and requirements of the Directors, it is typical for these Directors to be present before and after the conference starts and/or ends daily. Under policies adopted by the Directors’ employers in some instances, the Directors may not be entitled to reimbursement of travel-related expenses because such policies deem the conference locations too close in proximity to the Directors’ geographic “home” location. Under such policies, the Directors would be required to provide the required service obligations to FLGISA but would be forced to make extraordinary commutes to the conference location; incur the expense of remaining at the conference hotel location; or incur the expense of finding another nearby hotel to avoid the travel-related delays, disruptions, and demands of the extraordinary commute. Because such policies of non-reimbursement exist in certain employer policies and because the FLGISA feels the required commutes present extraordinary travel-related demands on the Directors in their key roles supporting FLGISA’s Annual Conference or Winter Symposium, FLGISA believes it is appropriate to permit reimbursement in certain instances.

Upon adoption, this policy will provide for travel-related expense reimbursement of the Directors only when all the following conditions are satisfied:

- 1.) The Directors are not entitled to reimbursement from any source for FLGISA-related travel expenses and reimbursement is expressly excluded based on the application of the Directors’ respective internal employer policies due to the close proximity of the conference.
- 2.) Correspondence on the employer’s official letterhead shall be furnished and signed by the Directors employer (either the Human Resources department or an equivalent executive management office within the employer), stating there is no entitlement to employer reimbursement for FLGISA services/duties. This correspondence must be delivered to the FLGISA administrator.

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- 3.) The Directors must ensure that reimbursement by the FLGISA does not interfere with any applicable code(s) of ethics and particularly, the employer-adopted Code of Ethics. FLGISA reimbursement may or may not be construed as acceptance of a “gift” based on the Directors’ respective positions on the FLGISA Board of Directors. Provided there is no relevant conflict or prohibition under any relevant code of ethics and/or the employer’s Code of Ethics, reasonable assurances must be made that any required reimbursements to the Directors are disclosed on respective Travel Disclosure Reports or other required financial disclosure methods enforced by the employer.
- 4.) Under this Policy, the FLGISA will only reimburse the reasonable and related amounts incurred for meals, travel, and hotel during the FLGISA’s Annual Conference and/or Winter Symposium. Documentation of such amounts must include receipts which must be submitted to the FLGISA Administrator before any reimbursement can be made to the Directors.

**Approved by the FLGISA Board of Directors on July 22, 2019.**

**Revised Policy Approved by the FLGISA Board of Directors on September 10, 2021.**

**Revised Policy Approved by the FLGISA Board of Directors on September 22, 2023.**