

Tillamook County Master Gardener's Association Policies

1.3

Subject: TCMGA Travel Reimbursement Policy

Responsibility: Treasurer

Policy Statement: It is the policy of the Tillamook County Master Gardeners Association (TCMGA) to reimburse those who qualify, for travel expenses.

- Part 1** TCMGA State Representative and Alternate State Representative, or any other approved representative may, upon application, be reimbursed for fuel expense for travel to quarterly OMGA meetings. The travel must be in connection with attendance at OMGA meetings and functions and within the duties of their office. Reimbursement for fuel expense is not to exceed \$120.00 without prior approval of the board and limited to reimbursement for one vehicle.
- Part 2** TCMGA State Representative and Alternate State Representative may, upon application, be reimbursed for overnight lodging expense. The travel must be in connection with attendance at OMGA quarterly meetings and functions and within the duties of their office. In order to qualify for this reimbursement, the meeting location must be at a distance from the applicant's home such that overnight lodging is required. Reimbursement will be for the day prior to the meeting as well as the day(s) of the meeting, at actual cost with a maximum of \$100 per night per stay.
- Part 3** Speakers and classroom instructors for TCMGA functions may request reimbursement for travel expenses. Reimbursement will be awarded, if approved by the TCMGA executive board. Approval will be on a case by case basis. The amount of reimbursement will be as set forth in Item 1, above.
- Part 4** A statement of expenditures should be presented to the board to apply for reimbursement.
- Part 5** In the event that applications are made to the board for reimbursement of travel expenses for persons or conditions other than covered in Items #1 to #3, the board may elect to approve or not approve them. If approved, reimbursement amounts will be at the rates specified above.