



NHGFOA

NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

SUBJECT: GFOA ANNUAL CONFERENCE 1ST VICE PRESIDENT'S REIMBURSEMENT POLICY

- I. **STATEMENT** – This administrative policy is for the payment or reimbursement of the New Hampshire Government Finance Officers Association (NH GFOA) 1st Vice President's, or designee's, expenses associated with his/her attendance at the National GFOA Annual Meeting, as well as payment for the 1st Vice President's National GFOA membership annual dues.

II. **DEFINITIONS**

1st Vice President – Refers to the incoming President of the NHGFOA for the upcoming term.

Designee – Refers to the 2nd Vice President of the NHGFOA for the upcoming term. It is the intent of this section that if the 1st Vice President is unable to attend the National conference for any reason, he/she may designate the 2nd Vice President to attend and the remainder of this policy would then apply to the 2nd Vice President.

III. **PROCEDURE**

- A. **Reimbursement** – the 1st Vice President shall submit all applicable invoices and receipts for reimbursement of costs associated with attendance at the National GFOA annual meeting to the Treasurer for payment, to be reviewed and approved/ratified by the full NHGFOA executive committee as timely as possible. The 1st Vice President may also submit for reimbursement for one year's annual dues associated with membership in the National GFOA organization.
- B. **Reimbursable Expenses** – In addition to the conference registration fee, the 1st Vice President shall be reimbursed for conference related expenses in accordance with the following:
1. Travel – Reimbursement shall be for the mode of travel which is most economical. In the case of personal auto use, the 1st Vice President

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Adopted August 13, 2009, Revised March 21, 2013, Reviewed January 9, 2014.

SUBJECT: PRESIDENT'S REIMBURSEMENT POLICY

will be reimbursed at the prevailing IRS mileage rate. Any travel discounts, cash repayments, credits or other incentives shall be credited towards the cost of the travel expenses to be reimbursed by the NHGFOA.

2. Lodging – Reimbursement shall be for costs associated with the 1st Vice President's stay at a hotel, based on a standard room rate. Other charges such as phone calls, video rentals, room service, etc. shall be the responsibility of the 1st Vice President.
3. Meals – Reimbursement shall be for costs associated with the 1st Vice President's meals only, during the travel and stay at the annual conference, if not included in the conference registration fees. The amount of reimbursement shall be based on the prevailing U.S. GSA per diem amounts for Meals & Incidental Expenses (M&IE), which can be located at www.gsa.gov.
4. Spouse/Significant Other – In the event that the 1st Vice President's spouse or significant other accompanies him/her to the annual conference, the 1st Vice President shall be responsible for all expenses incurred as a result of travel to and from the conference and stay during the conference, other than lodging.

- IV. COMMENTS** – The intent of the 1st Vice President's travel to the National Conference is to represent the State of New Hampshire Government Finance Officers Association.

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