

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: TRAVEL EXPENSE

DATE: June 22, 2006

AMENDED DATE: October 16, 2025

REVIEWED DATE: September 23, 2025

STATEMENT:

This document establishes a Travel Expense Policy for travel to and attendance at (i) ACCEL Board Meetings, and (ii) Risk Management and Pooling training opportunities (as specified in this Policy).

POLICY:

ACCEL will reimburse Members (primary and alternates) for expenses incurred while traveling to ACCEL meetings and up to three Risk Management or Pooling training opportunities with the restrictions noted in the Procedure section of this policy. It is in the best interest of ACCEL and its Members for all Board Members to attend all Board meetings to actively participate in the operation and decision-making necessary to ACCEL's continued success.

Should any element of this policy be in conflict with a Member City's travel policy, ACCEL's Travel Expense Policy shall govern.

PROCEDURE:

Prior to finalization of the annual budget and the annual billing for a given Program Year, ACCEL will evaluate the appropriate level of funding to be added to the Administrative Budget for the next fiscal year to be used to reimburse the representative for allowable expenses related to ACCEL business.

- 1) Funds will be added to the ACCEL budget under a new line item - Individual Member Cities Travel.
- 2) Members will submit expenses on the attached Expense Reimbursement Form for reimbursement.

Allowable Expenses –

- A) Lodging: Expenses are not to exceed the rate secured by the Program Administrators or Conference Host. Accommodations must be considered a reasonable distance from the Member City so that rooms are only booked as necessary. If a hosting site has been established at a meeting or conference, it is encouraged to stay at the host site. Mini-bar charges are specifically excluded from reimbursement under this

Policy & Procedure; however, hotel room internet charges are not excluded.

- B) Meals¹: The daily allowable expenses are not to exceed \$85 per day and individual meals not to exceed the following:

\$20 - Breakfast

\$25 - Lunch

\$40 - Dinner

- C) Transportation: Members will plan ahead to obtain the lowest available airfare and auto reimbursement shall not exceed the lowest available airfare.
- D) Parking: The lowest available rates shall be used. If parking at an airport, long term parking should be utilized.
- E) Training: Expenses for Training are not to exceed \$6,000 annually. Members may expense three Risk Management conferences.

- 3) Receipts are required for each of the items listed above. For expenses under \$5 or for lost receipts, a written explanation of charges incurred is permitted if a receipt is not available.
- 4) The Expense Reimbursement Form is to be signed by the Member Representative and reviewed by the Program Administrator and Treasurer.
- 5) The Expense Reimbursement Form should be e-mailed with all applicable receipts to the Program Administrator of ACCEL within 30 days of meeting². Subject to review and approval, reimbursements will be processed within 45 days of receipt. Checks will be routed for signature and sent directly to member representative.
- 6) Unused funds will be applied to the next fiscal year's Travel Budget.
- 7) If special circumstances arise, which require exceptions or interpretation, the Program Administrators will obtain approval from the President.

¹ Meals shall include food and beverage. Alcohol is excluded.

² Requests that are received later than May 15th will be reimbursed after the program year close out. Expenses for the June Meetings will be paid during the next fiscal year