



REIMBURSEMENT POLICY

Board members who attend Board meetings may be reimbursed at 100% of their travel cost (mileage, train, airfare, taxi, tolls) and 100% of lodging cost. Mileage will be reimbursed at the current IRS rate for businesses.

Board members are not reimbursed for travel or lodging to attend the Annual Meeting. These are professional expenses and can be included in one's personal tax deductions.

Board members or others who attend state meetings as official NYSALM representatives are eligible for full reimbursement for travel and lodging expenses.

Those who incur unbudgeted expenses on NYSALM's behalf will only be reimbursed if they submit a purchase request and receive approval from the Finance Committee Chair and Treasurer prior to making that purchase.

The policy is to be reviewed by the Finance Committee at end of every fiscal year.

Approved by BOD 9/14/12
Amended by BOD 6/21/13
Amended by BOD 12/8/14
Amended by BOD 2/8/16