

ASSOCIATION OF PUBLIC PENSION FUND AUDITORS

CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT POLICY GUIDANCE

Board Approved: May 2, 2005

Introduction

In February 2004, the by-laws of the Association of Public Pension Fund Auditors (APPFA) were revised. Specifically, Article IV, Section 4 states, in part:

"Conference fee waivers, complimentary hotel rooms and travel costs may be awarded to officers, board members, conference hosts and to certain committee members at the discretion of the officers if the individual's public pension fund, retirement system or public investment board will not pay the costs to attend an APPFA conference."

This revision was made in response to budgetary restrictions and travel limitations being experienced by all member systems. The APPFA Board was concerned that due to such restrictions and limitations, APPFA would be unable to conduct the annual business meeting due to the absence of the required officers, board members and other necessary attendees.

Policy:

This policy is intended to provide additional guidance to the Board for providing waivers and/or reimbursement of travel costs for officers, board members, conference hosts and committee members, under Article IV, Section 4, of the bylaws.

1. Beginning with the effective date of this policy, a member system that serves as "conference host" shall be entitled to two complimentary conference registrations. Should more than one member system serve as conference host, each system shall be entitled to two complimentary registrations, with a maximum of six granted per conference.
2. Any complimentary guest rooms provided by the selected conference hotel should first be utilized to accommodate presenters and speakers from outside the APPFA membership.
3. An APPFA officer, Board member, committee chair, or a member who has agreed to be a conference speaker may request reimbursement for conference expenses due to budgetary restrictions or travel limitations imposed by their system. The

APPFA member must present a letter from the Chief Financial Officer (or other executive officer) of their system to the APPFA President indicating that the system cannot provide funds for conference attendance. Should the President be the requestor, the letter must be presented to the APPFA Vice-President.

4. The President should determine if the member's conference attendance is necessary to conduct official business, or provide the continuing education as advertised in conference materials. Then, the President must obtain the agreement of the other Board members in order to approve the reimbursement of the conference expenses. Should the requestor be an APPFA Board member, the remaining Board members must agree to the reimbursement.
5. The President (or Vice-President) will prepare a letter to the member's system indicating that the initial expenditures for travel should be made by the system. APPFA then agrees to reimburse the system for travel costs incurred for conference attendance.
6. The following expenses will be eligible for reimbursement by APPFA:
 - a. Conference registration – Registration fees will be waived. APPFA will request that the member's system, if possible, offset their request for reimbursement of expenses by the amount of the registration fee that would have been paid to attend the conference.
 - b. Hotel expenses – reimbursement will be limited to accommodations for three nights at the negotiated conference rate. If available, complimentary guest rooms will be used. Whenever possible, the room expenses should be added directly to the conference master bill.
 - c. Travel – reasonable costs to travel to the conference location.
 - d. Meals – APPFA generally provides three breakfasts, two lunches, one dinner and an hors d'oeuvres reception to all conference attendees. The cost of additional meals will not be reimbursed by APPFA.
7. Any additional expenses may be reimbursed at the discretion of the Board.