

Chattanooga Fire and Police Pension Fund

Travel and Expense Reimbursement Policy

PURPOSE

The Board of Trustees (the "Board") of the Chattanooga Fire and Police Pension Fund (the "Fund") recognizes that Board members ("Trustees") and employees ("Staff") of the Fund may be required to travel or incur other expenses from time to time to conduct Fund business or to obtain required continuing education credits. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel related expenditures are appropriate, and (c) to provide a consistent approach for the timely reimbursement of authorized expenses incurred by Trustees and Staff. It is the policy of the Fund to reimburse only reasonable and necessary travel related expenses incurred by Trustees and Staff, as outlined in this policy.

BUSINESS AND EDUCATION TRAVEL

The Fund Staff will complete all necessary travel arrangements and registrations for Trustees and Staff. Trustees and Staff may choose to make transportation arrangements separately. If so, such Trustee or Staff shall obtain prior approval from the Fund Administrator of the suggested transportation arrangements and will be reimbursed as stated in this policy. It is the policy of the Board that Trustees and Staff will travel together whenever possible to reduce vehicle and parking costs.

(A) An advance payment for the expected expenses that a Trustee or Staff will incur due to travel in excess of 24 hours for business purposes may be issued up to two weeks prior to travel. The advance for the aforementioned expenses is outlined below:

1. Hotel Expenses – Advances will include the base rate of the hotel in which the prearranged conference, institute, seminar or business meeting is located less any prepaid deposits or discounts. If the Trustee or Staff is unable to book a room in that hotel due to lack of availability, reimbursement may be made for a comparable hotel.
2. Meal & Incidental Expenses – Advances will include an allowance for meal and incidental expenses at the current rate inside the Continental United States ("CONUS") set by the U.S. General Services Administration ("GSA") for the location of the conference, institute, seminar or business meeting for the Trustee or Staff only.
3. Mileage – An advance for personal automobile use in traveling to a conference, institute, seminar, or business meeting over 150 miles one-way is calculated at the per-mile rate authorized by the most current IRS guidelines but not in excess of the cost for advance (three week) purchase coach airfare to the same destination. It shall be presumed that any trip of no more than 150 miles one-way shall be made by automobile. An advance will be calculated at the per-mile rate authorized by the most current IRS guidelines.
4. Trustees or Staff requesting an advance must complete an Advance Travel Request form, to be provided by the Fund Administrator.

(B) Expenses that a Trustee or Staff incurs due to out-of-town travel of less than 24 hours for business or education purposes will be reimbursed as follows:

1. Meal Expenses – Expenses for meals will only be reimbursed with a receipt to substantiate the expense and shall not exceed \$25.00 per meal.

2. Mileage – Personal automobile use in traveling out-of-town is calculated at the per-mile rate authorized by the most current IRS guidelines. If Board member or Staff travels in a vehicle owned by the City, or for which the Board member or Staff is not responsible for maintenance, the reimbursable expense will be cost of gasoline only with receipts to substantiate the expense.
3. Board members and Staff must complete a Daily Expense Reimbursement form in order to be reimbursed.

ANNUAL TRUSTEE MEETINGS

Annual meetings will follow the same guidelines as described above for hotel and meal advances. However, transportation will generally be arranged by the Fund.

TRAVEL EXPENSE REIMBURSEMENTS

1. Prepaid airfare by Trustee or Staff will be reimbursed immediately with a receipt.
2. Trustees and Staff must submit documentation of attendance for conferences, institutes, or seminars to the Board before any reimbursement for expenses incurred, in addition to the advance payment described above, is requested from the Fund.

Expenses eligible for reimbursement shall include only those incurred directly by the Trustee or Staff for out-of-town travel. Additional costs incurred due to the travel of a family member or friend is not reimbursable. Approved reimbursable expenses are outlined below and must be substantiated by receipts, except the per diem allowance for meals.

1. Hotel – taxes, fees, and internet will be reimbursed. Hotel occupancy rates will be based on single occupancy only.
2. Parking – fees for airport and hotel parking only. Parking will not be reimbursed for rental vehicles that have not been approved by the Fund.
3. Luggage – Airline luggage fees for first bag of Board member or Staff will be reimbursed for trips that consist of five or fewer overnight stays. Fees for a second bag will be reimbursed if travel requires more than five overnight stays.
4. Airfare – prepaid coach airfare for the Trustee or Staff.
5. Taxis or Shuttles – as required by the Trustee or Staff to reasonably conduct business of the Fund or attend educational meetings.
6. Rental Vehicle – reimbursement for rental vehicles will be made on an "as needed" basis, based on the facts and circumstances of the request. A determination regarding whether a reimbursement will be allowed will be made by the Fund Administrator..
7. Meal & Incidental Expenses will include an allowance for meal and incidental expenses at the current CONUS rate set by the GSA for the location of the conference, institute, seminar or business meeting for the Trustee only.
8. Mileage will be reimbursed for personal automobile use in traveling to a conference, institute, seminar or business meeting as calculated at the per-mile rate authorized by the most current IRS guidelines but not in excess of the cost for advance (three week) purchase coach airfare to the same destination. Notwithstanding the foregoing, it shall be presumed that any trip of no more than 150 miles one-way shall be made by automobile and the reimbursement will be for mileage. A reimbursement will be calculated at the per-mile rate authorized by the most current IRS guidelines.
9. Reimbursements shall be made upon submittal of a Travel Expense Reimbursement form, to be provided by the Fund Administrator. Reimbursements will be reduced by any advances received prior to travel.

Personal Expenses such as laundry, movies, headsets, telephone expenses, sightseeing tours, tennis, golf, or other personal entertainment expenses shall not be reimbursable.

In the event that a Trustee or Staff must depart a conference, institute, seminar, or annual or other business meeting prior to the expected departure date, the Trustee or Staff may be required to reimburse the Fund the difference of any advance received and actual expenses incurred.


DAILY EXPENSE REIMBURSEMENTS

Trustees and Staff may incur expenses while handling the day to day business of the Fund. Trustees and Staff must submit a Daily Expense Reimbursement form in order to be reimbursed for daily expenses; as well as receipts to substantiate the expense. If a Trustee or Staff does not provide a receipt, the expense will not be reimbursed. The Fund Administrator shall determine the validity of the expense as a day to day business expense.

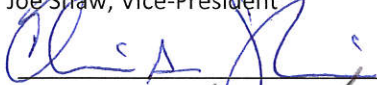
This policy has been restated and is effective as of October 4, 2018, by the Board whose signatures appear below.




Charlie Thomason, President



Joe Shaw, Vice-President



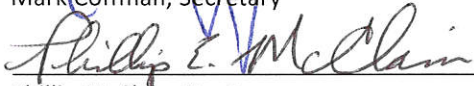
Chris Hopkins, Trustee



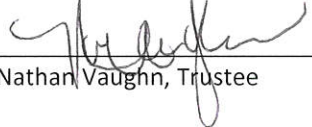
Kelly Simmons, Trustee



Mark Coffman, Secretary



Phillip McClain, Trustee



Nathan Vaughn, Trustee