

## **PAFP/F Travel Reimbursement and Attendance Policy**

*This policy is designed to cover most, possibly not all, travel expenses incurred while officially representing PAFP/F. All reimbursement requests must be submitted online at PAFP.com, under the members only tab, within **30 days of the event with receipts** and reimbursement is contingent upon availability of funds in PAFP's annual budget.*

### **Annual Stipends**

The Board Chair, President and the President Elect will receive a monetary stipend in appreciation of their service:

Board Chair	\$1,500
President	\$2,500
President Elect	\$1,000

### **General Guidelines for Expense Reimbursements**

- Only expenses related to official service are reimbursable from the PAFP budget.
- **Within the Commonwealth of Pennsylvania**, PAFP will reimburse travel, lodging and meals not provided by PAFP up to a maximum of \$1,000 per trip.
- **Outside the Commonwealth of Pennsylvania**, PAFP will reimburse travel lodging and meals, not provided by PAFP, up to a maximum of \$2,500 per trip.
- Check-in baggage at the airport and tips are reimbursable.
- Ride share services and cabs are reimbursable.
- Mileage will be reimbursed/calculated at the IRS rate.
- When traveling with a spouse, any additional costs including their meals are not reimbursable.
- Expenses considered questionable will be reviewed by the Executive Vice President (EVP) and Chief Financial Officer (CFO).

### **General Meeting Attendance Guidelines**

#### **Annual Business Meeting**

PAFP will reimburse the Board of Directors for attending the Annual Business meeting. Board members are expected to book their travel before the PAFP hotel room block rates expire to get the discounted rate.

#### **AAFP Congress of Delegates**

PAFP will send our two delegates, two alternate delegates, President, and President-Elect to COD annually.

#### **Ten State**

PAFP will send up to three leaders annually with priority to the President, President-Elect, Board Chair, Board Members, and Committee Chairs.

#### **ACLF / NCCL**

PAFP will send up to three leaders annually with priority to the President, President-Elect, Board Chair, Board Members, and Committee Chairs. PAFP will send delegates to represent each constituency of NCCL annually.

This policy is effective May 1, 2024 and will be reviewed periodically by the EVP and CFO.