

**CATEGORIES****DATE PROPOSED:** 8/10/18**DATE OF VOTE:** 8/22/18**ACCEPT (Y/N):** Y

All travel, including that to continuing education seminars, conferences, etc. and other continuing education expenses must be pre-approved by the Senior Facility Manager (SFM). Travel by the SFM for continuing education purposes must be pre-approved by the Board of Control (BoC). A Travel Authorization form must be submitted for both pre-approval and reimbursement requests.

The costs of special training or certification that is provided to facility employees or skating professionals and is paid for by the facility must be repaid in full if the employee or skating professional terminates his relationship within 6 months of said training or certification.

Continuing education requests by Huntsville Skating School and Training Academy (HSSTA) skating professionals must be accompanied by a brief explanation, written by the employee/coach, describing what the employee hopes to personally gain and what the facility should expect to gain. Up to 50% of documented expenses will be reimbursed for continuing education, but only if the employee passes the professional tests. Failure to pass the test(s) is cause for disallowing reimbursement. Failure to obtain approval of a travel authorization request before expenses are incurred is cause for disallowing reimbursement.

Within five (5) working days after returning from a trip, the expense report must be completed on the Travel Authorization form, signed by the employee and the employee's immediate supervisor and submitted to the SFM.

Transportation: The best interest of the Facility is the primary consideration when selecting the method of travel. The employee is expected to arrange comfortable and convenient transportation commensurate with the length of travel.

- a) Air: Coach fare by the route best suited for the interest of the facility is allowed.
- b) Private vehicle: Reimbursement is based upon the IRS mileage rate. In no way should this rate exceed the cost of round-trip coach airfare.
- c) Taxi, Shuttle, Airport Limo, etc.: For each non-driving trip, receipts are required for taxi shuttle, airport limo, etc.

**Lodging:**

- a) Reimbursement is authorized for lodging on the basis of receipts for single occupancy or occupancy shared with another Facility employee when practical. No reimbursement will be made for lodging when travel is to a city which is less than 30 miles from the MIC.

**Meals and Tips:**

- a) Actual expenses for all meals and tips will be reimbursed with receipts. Daily meal expenses may not exceed \$51 for each full day and \$38.25 for each partial day (or the amount specified in the current Huntsville City budget). Alcoholic beverages are not reimbursable. If a conference registration fee was

paid that included payment for one or more meals, this should be indicated on the expense report and no reimbursement claim made for those meals.

**Miscellaneous Expenses:**

- a) Personal expense for items not essential for the performance of Facility business are not allowed. Those items include but are not limited to alcoholic beverages, entertainment, activities, newspapers and souvenirs.
- b) Registration fees for seminars or conferences are reimbursable with receipts. Text books or other conference materials for which a fee is paid become the property of the Facility.

**COMMENTS** This policy amends and supersedes Policy #63