

STATE ENGINEERING ASSOCIATION

STATEMENT OF POLICY -- 1

Subject: Reimbursement of Expenses

WHEREAS the Association recognizes that expenses will be incurred by its members on certain occasions, and:

WHEREAS the Association believes that these expenses should rightfully be borne by the entire membership; BE IT THEREFORE

RESOLVED that it is the policy of SEA to reimburse authorized individuals for expenses incurred in the performance of Association activities.

The types of expenses eligible for reimbursement shall be meals, lodging, travel, communications and other authorized out-of-pocket expenditures.

Allowable rates for expense reimbursement:

1. Reasonable meals and lodging expenses shall be reimbursed in their entirety.
2. Mileage shall be paid for at the rate of \$.30 per mile.\* \* (Amended to the federal reimbursement rate for mileage, effective 3-19-2000, to be looked at each Oct
3. Wages shall be reimbursed at the rate of 115% of their scheduled hourly rate of pay for state employment. The Association shall compensate SEA members on an hour for hour basis for lost wages. Any fraction of an hour greater than  $\frac{1}{4}$  hour shall be considered a whole hour. Lost wages are all hours worked for SEA which are concurrent with the member's normal state work schedule and are not worked for SEA at the discretion of the member. Hours worked at the discretion of the member are all hours where the member has a specific task to perform for SEA and the member has the flexibility to choose when to perform that task. Hours worked which are not at a member's discretion are meetings scheduled by non-SEA members, meetings or work which cannot be scheduled at any other time due to circumstances beyond the member's control, and other similar circumstances.†

It is anticipated that, due to the professional character of the members, no unreasonable requests will be made to the Association.

ACCEPTED AS STATEMENT OF POLICY  
EFFECTIVE MARCH 2, 1971,  
BY BOARD OF DIRECTORS.

\*Amended August 11, 1973, from \$.10 to \$.11 per mile retroactive to July 1, 1973;  
Amended April 6, 1974, from \$.11 to \$.12 per mile;  
Amended October 18, 1975, from \$.12 per mile to U.S. IRS business rate.  
Amended August 1, 1979, from U.S. IRS business rate to \$.25 per mile.  
-Approved September 23, 1989 Board Meeting.  
\*\* Amended August 18, 1990 to \$.30 per mile.  
†Approved March 18, 2000 Board Meeting.