
Subject: TRAVEL AND MISCELLANEOUS EXPENSE REIMBURSEMENT

1. The Board may establish rates for reimbursement to Board members and Rocky Mountain Risk Insurance Group employees for expenses incurred in the performance of their duties. Reimbursement may be up to, but not exceeding, allowable Rocky Mountain Risk Insurance Group expenses. All expenses for which reimbursement is made shall have the prior approval of the Executive Director or his/her designee.

2. In the event that actual expenses exceed the expense allowance by Board policy, the Board member and/or Rocky Mountain Risk Insurance Group employee is entitled to request that the additional expense be reimbursed upon presentation of all appropriate receipts. The Board President and Treasurer may authorize the additional expense reimbursement for Board members other than for his/herself, and/or representatives. In the event that the President and/or Treasurer are requesting reimbursement for travel expenses, the President and Vice President of the Board may authorize reimbursement for the Treasurer; and the Vice President and Treasurer may authorize reimbursement for the President. Reimbursement receipts shall be forwarded to the Executive Director within 15 days of the conclusion of the approved travel.