**WSSPC BOARD MEETING TRAVEL REIMBURSEMENT POLICY**

**Terms of Office:**

Board terms are two years from December 1 -November 30, to coincide with the WSSPC fiscal year.

**Board Meetings:**

There are two Board meetings per year, and at least one conference call.

**2018-2019 Board Meeting Dates and Locations:**

Fall 2018 (Sacramento, California, November 15-16, 2018) – at WSSPC Headquarters. This is the time for policy review, Strategic Planning and Executive Director review.

Spring 2019 (Salt Lake City, Utah, April 26, 2019) –coincides with the National Earthquake Program Managers meeting. The WSSPC Annual Meeting consists of 3 Committee meetings, a 1-hour Board meeting, Awards lunch, and a 2-hour Annual Business meeting.

**Board Meeting Agendas and Meeting Materials:**

Agendas are sent out about 4 weeks before the meeting, and meeting materials (Meetings Notebook) are posted on a password-protected webpage by 1 week before the meeting. Hard copies will be available at the meeting.

**Board Meeting Reimbursements:**

**Hotel** – Arrangements for hotel rooms are made by the WSSPC office several months before the meeting (non-smoking, king, 1 or 2 nights). Reservations are made in the name of each Board member at the government (or best available) rate and held with the WSSPC credit card. It is the responsibility of the Board member to call the hotel to cancel the reservation 2 days before the meeting if you cannot attend. Upon check in, you will be asked to supply your own credit card, but your hotel room costs will be reimbursed after the meeting.

If you are sending a proxy to the meeting, please do not cancel your reservation. Please share your reservation number so it may be successfully transferred to your proxy. Contact the Program Manager, Lara Brodetsky (lbrodetsky@wsspc.org) if you need help.

**Transportation** – Each Board member makes his or her own airfare and ground transportation arrangements. We recommend using free hotel shuttles when available, and if not, ride share or taxis. Because of the cost, car rentals are an option of last resort. Mileage from home to the airport is reimbursed at the current IRS rate. Parking and tolls are also reimbursed with receipts.

**Meals** – Per diem is NOT paid, only actual costs for food not paid by WSSPC. Save your meal receipts! WSSPC pays for the Awards lunch at the Annual Meeting. WSSPC arranges and pays for a continental breakfast, lunch and a Board dinner at the Fall meeting.

**Receipts** – All original receipts for airfare, ground transportation, parking, tolls, hotel, and meals must be submitted to the WSSPC office for reimbursement. Reimbursement forms are provided to the Board members at or after the meeting. Please return them to the WSSPC office within 30 days, or for the November meeting, by the end of WSSPC’s fiscal year November 30.

Travel reimbursements (hotel, airfare and ground transportation, parking, and mileage) are charged to the current FEMA Cooperative Agreement. Meals are paid by WSSPC funds.

Adopted: 2000 Revised: 2018

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