

**CITY OF COCOA
FIREFIGHTERS' RETIREMENT PLAN**

**STATEMENT OF POLICY
REGARDING
TRUSTEE TRAVEL EXPENSES**

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WHEREAS, the Trustees attend conferences, seminars, meetings and gatherings ("conferences") and otherwise engage in services which are necessary for the establishment or operation of the Retirement Plan; and

WHEREAS, the Trustees desire to adopt a Statement of Policy Regarding Trustee Travel Expenses consistent with their fiduciary duties, the provisions of Section 166.021, Florida Statutes, and all other applicable laws,

NOW, THEREFORE, it is hereby resolved that the following Statement of Policy Regarding Trustee Travel Expenses is hereby adopted.

I. GENERAL CONSIDERATIONS

A. A Trustee shall be reimbursed only for expenses properly and actually incurred in the performance of his or her duties with the Retirement Plan.

B. A Trustee shall not be reimbursed for any expenses for which he or she has been paid or is due payment from any other source. A Trustee shall not be reimbursed for any expenses which would result in double payment.

C. Trustee expenses shall be reasonable in amount and necessarily incurred, taking into account the area of the country where the expense is incurred and the standards for business expenses allowable by Florida Statutes and by the Internal Revenue Service.

D. The Board of Trustees shall approve all reimbursements for expenses in accordance with this Statement of Policy.

E. The Board of Trustees may designate a person who is not a Trustee to attend a conference on the Board's behalf. The Board will pay the expenses of the person for attending the conference in accordance with these guidelines provided the designated person gives the Trustees a full report of the conference.

F. This Statement of Policy shall be interpreted in accordance with the provisions of Section 166.021, Florida Statutes (copy attached).

II. TRAVEL EXPENSES

It is the intent of this Statement of Policy that Trustees should use the most economical means of travel available. Trustees will be reimbursed in an amount equal to the actual costs incurred for:

A. Travel by Air - Coach (most economical) class airfare.

B. Travel by Automobile - Mileage reimbursement according to the Internal Revenue Code rate, which is currently \$0.405 per mile, for use of Trustees' own vehicle. Reimbursement is subject to the maximum payable if Trustee traveled by air. If more than one Trustee travels in the same vehicle, reimbursement shall be paid to the Trustee who incurs the expense.

C. Other Modes of Transportation - Actual costs incurred on a common carrier, subject to maximum payable if Trustee traveled by air.

III. LODGING EXPENSES

Actual costs incurred for lodging based on single occupancy rate will be reimbursed to the Trustee. Extra expenses associated with family members accompanying Trustee shall be borne solely by the Trustee.

IV. PER DIEM FOR MEALS

Trustees will receive a per diem for meal expenses in the following amounts:

<u>Meal</u>	<u>Per Diem</u>	<u>Description</u>
Breakfast	\$ 10.00	When travel begins before 7 AM and extends beyond 10 AM
Lunch	\$ 15.00	When travel begins before 11 AM and extends beyond 2 PM
Dinner	\$ 20.00	When travel begins before 3 PM and extends beyond 6 PM

V. OTHER EXPENSES

Actual costs incurred by Trustee will be reimbursed for taxi and ferry fares, bridge, road and tunnel tolls, storage or parking fees and communication expenses.

VI. CONFERENCE EXPENSES

Convention registration fees and all other actual and necessary fees for attending events which are not included in a basic registration fee, such as banquets, will be reimbursed to the Trustee. If lodging is included in the registration fee, the Trustee will not be entitled to reimbursement for that expense separately.

VII. DAYS FOR WHICH REIMBURSEMENT IS PAYABLE

A. A Trustee shall be entitled to reimbursement while attending any conference and for direct travel to and from the point of origin and the point of destination, not to exceed one day of travel each way before and after the conference, unless it is not practical to complete the travel in one day. Mileage reimbursement will be calculated using a mapping software approved by the Board of Trustees (i.e., Mapquest or Rand McNally). If a Trustee is not housed at the same location at which the conference is being held, such Trustee shall be entitled to mileage reimbursement for daily travel to and from the location of the conference.

B. A Trustee shall not be entitled to reimbursement of any expenses incurred as a result of any trip or personal expenditures outside the scope of his or her direct travel route on behalf of the Retirement Plan.

VIII. ACCOUNTING FOR EXPENSES

A. A Trustee must submit a claim for reimbursement for all expenses incurred, including per diem, within thirty (30) days after incurring the expense, on a form approved by the Board of Trustees. A copy of the Program or Agenda of the conference must be attached to the completed claim for reimbursement.

B. All submitted claims for reimbursement must contain a statement that the expenses incurred by the Trustee were actually incurred by the Trustee as necessary travel expenses in the performance of his or her official duties on behalf of the City of Cocoa Firefighters' Retirement Plan and shall be verified by a written declaration that the expense voucher is true and correct as to every material matter.

C. Any person who willfully makes and subscribes any such claim that he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of such a claim that is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, commits a misdemeanor of the second degree, punishable as provided in Section 775.082 or Section 775.083, Florida Statutes. Whoever receives an allowance or reimbursement by means of a false claim is civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

D. Except for reimbursement of a per diem, a Trustee must attach invoices, receipts or other written documentation to the completed claim for reimbursement. If any receipt includes amounts not subject to reimbursement (e.g., expenses for a Trustee's spouse and/or family), the receipt should so indicate and be reduced accordingly.

E. For any conference where a certificate of attendance is issued, a Trustee must earn such a certificate, unless the Trustee's absence is the result of illness or other good cause.

F. The Certified Public Accountant or other auditor for the Retirement Plan shall audit all Trustee expenses when performing an audit of the Retirement Plan. The Certified Public Accountant or other auditor shall notify the Board of Trustees if any expenses for Trustees does not comply with this Statement of Policy Regarding Trustee Travel Expenses or Section 166.021, Florida Statutes.

IX. ADVANCES

A. A Trustee may receive an advance to cover the expenses to be properly and actually incurred in the immediate future. However, a copy of the Program or Agenda for the conference must be provided before the advance is paid, itemizing the registration fee and any meals or lodging included in the registration fee.

B. A Trustee shall promptly return to the Retirement Plan any amount advanced which exceeds the expenses incurred.

C. A Trustee shall be entitled to reimbursement for expenses incurred in excess of the advance, but consistent with this Statement of Policy, and subject to approval by the Board of Trustees.

THIS STATEMENT OF POLICY REGARDING TRUSTEE EXPENSES is adopted by the
Board of Trustees of the City of Cocoa Firefighters' Retirement Plan this 16th day of
August, 2005.

TRUSTEES

Michael B.

John F.

Leland Cox

Witnessed By:

Mark W. J.