

WEST PALM BEACH FIREFIGHTERS
PENSION FUND STATEMENT OF POLICY FOR
TRUSTEE EXPENSES

WHEREAS, the Board of Trustees of the West Palm Beach Firefighters Pension Fund ("Trustees") attend conferences, seminars, and meetings ("conferences") and otherwise engage in services necessary to perform their duties for the West Palm Beach Firefighters Pension Fund ("Fund"); and

WHEREAS, the Trustees desire to adopt a Statement of Policy regarding Trustee conference expenses consistent with their fiduciary duties, the provisions of Section 12.061, Florida Statutes, the City of West Palm Beach Code ("City Code"), and all other applicable laws;

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

1. **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 Plan.

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

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

2. TRAVEL EXPENSES

Trustees are entitled to payment for the actual costs incurred for:

- A. Air: Tourist Class (most economical) airfare.
- B. Car: Miles traveled times forty and one-half cents (\$0.405) per or the IRS standard mileage rate, whichever is greater, subject air. If more than one Trustee travels in the same car, reimbursement shall be made to the Trustee who incurs the expense.
- C. Other Means of Travel: Actual cost incurred on a common carrier, subject to the maximum payable if the Trustee could have traveled by air.

No travel expenses shall be allowed if the Trustee is transported without charge.

3. LODGING EXPENSES

Trustees are entitled to reimbursement for actual costs incurred for lodging based on a single occupancy rate.

4. FOOD EXPENSE

Trustees are entitled to reimbursement for actual costs incurred subject to the following maximum amounts:

Breakfast	\$ 13.00
Lunch	\$ 15.00
Dinner	\$ 26.00

These amounts are indexed in accordance with the subsistence allowance provided for by the City of West Palm Beach Travel Policy.

5. **OTHER EXPENSES**

- A. Trustees are entitled to reimbursement for actual costs incurred for taxi, ferry fares, bridge, road and tunnel tolls, storage or parking fees and communication expense.
- B. For overnight travel, Trustees are entitled to an allowance of \$5.00 per day for incidental expenses that are not reimbursable as actual expenses.

6. **PER DIEM**

In lieu of all other payment for subsistence (including Lodging, Food and Other Expenses), a Trustee traveling overnight shall be entitled to receive \$50.00 per diem, plus Travel and Conference Expenses. If travel is overnight but less than 24 hours, then \$12.50 shall be paid for each six (6) hours, or fraction thereof, of the day, measured from midnight to midnight.

7. **CONFERENCE EXPENSES**

Convention registration fees and other actual and necessary fees for attending events which are not included in a basic registration fee, such as banquets are reimbursable. If meals or lodging are included in the registration fee, the Trustee will not be entitled to be reimbursed for such expenses separately, and the per diem shall be reduced.

8. **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.

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

9. **ACCOUNTING FOR EXPENSES**

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

B. Except for reimbursement for per diem, a Trustee must attach invoices, receipts or other written documentation to the completed Trustee Expense Voucher. Receipts are required for each expense in excess of \$26.00 (while this amount is not specifically referred to in the new City policy, may want to increase it based on the new dinner maximum rate of \$26.00) If any receipt includes amounts not subject to reimbursement (e.g., for a Trustee's spouse), the receipt should so indicate and be reduced accordingly.

C. For any conference where a certificate of attendance is issued, a Trustee must earn such a certificate in order to be reimbursed for expenses, unless the Trustee's absence is the result of illness or other good cause.

D. The Certified Public Accountant for the Plan shall audit all Trustees expenses as part of the annual audit, and shall notify the Board of Trustees if any expenses do not comply with this Statement of Policy, or other applicable law.

10. **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 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 Trustees.

THIS STATEMENT OF POLICY REGARDING TRUSTEE EXPENSES
is adopted by the Trustees of the WEST PALM BEACH FIREFIGHTERS
PENSION FUND this _____ day of _____, 2018, effective
to October 1, 2018.

TRUSTEES:

WITNESS: _____

WPB Firefighters' Pension Fund – Trustee Expense Voucher Report

Date of Report:

2. Date: From _____

1. Name _____

3. Department _____

Division _____

To _____

4. Type & Purpose of Meeting _____

5. Time of Departure _____

6. Location of Meeting _____

Return _____

7. Per Diem

FROM		TO		Qtr. or Fraction	Rate	Amount
Date	Time	Date	Time			

DATE _____

[illegible]

DAILY TOTALS

TOTAL (1)

10. Mileage - Privately-owned vehicle

Date	Point of Origin	Destination	Odometer		Mileage	Amount
			Start	Finish		
Vicinity Mileage (Std. IRS Rate)						
TOTAL (2)						

TOTAL (2)

11. I hereby certify or affirm that this Travel Expense Report is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary expenses in the performance of my official duties; that all expenses were of an official nature; that no expenses shown were for personal use; and that I have not hitherto received payment for said expenses.

TOTAL EXPENSES (3)

Individual Completing Report

Approving Authority

Date _____

12.

Cash Advanced

Total Expenses

Balance Due:

City

Trustee

Charge or Credit:

Acct. No. _____

Acct. No. _____

Acct. No. _____

RECAP