

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2010</b>	APPROVAL LEVEL <b>GB</b>
	SUBJECT <b>Expense Reimbursement</b>	EFFECTIVE <b>6/18</b>	SUPERSEDES <b>10/12</b>
	SPECIAL DISTRIBUTION <b>Finance Committee</b>		

**POLICY**

FMCA is obligated to reimburse national officers, national committee members, spouses, employees, chapter representatives, and other individuals traveling on authorized business for reasonable and necessary expenses incurred in accordance with P&P #2031, Reimbursement of Travel Costs for Individuals Traveling on Official Business.

**PROCEDURE**

1. National Officers, National Committee Members, and Spouses

National Officers, national committee members, and spouses shall be entitled to reimbursement for travel and reasonable living expenses as prescribed in FMCA Policies and Procedures #2031, established by the Executive Board, and approved by the Governing Board. Unless authorized by the majority of the Executive Board, no travel, airfare, or living expenses of any kind shall be paid by FMCA or any of its subsidiaries to any member of FMCA for meetings attended immediately before, during, or after the Annual Membership Meeting or international convention. This does not apply to chapters.

2. Governing Board Member Attending a Special Meeting

The Governing Board member will be reimbursed for the actual cost of the round-trip coach airfare from the member’s actual point of departure to the site of any Special Meeting. Alternatively, ground travel for the most direct route by automobile or recreational vehicle will be reimbursed at the prevailing rate in FMCA Policies and Procedures #2031. Each member attending a Special Meeting may submit reasonable substantiated out-of-pocket living expenses for each day of a Special Meeting in accordance with FMCA Policies and Procedures #2031. Unless authorized by the President or designee, no travel, airfare, or living expenses of any kind shall be paid by FMCA to any member(s) of the Governing Board attending a Special FMCA Meeting held immediately prior to, during, or immediately after an FMCA International convention.