



M.O.S.E.S.
POLICY FOR
REIMBURSEMENT OF

TRAVEL AND OVERNIGHT EXPENSE REIMBURSEMENT

May 14, 2024

Travel expenses for Board Members, Stewards and Trustees while conducting MOSES business shall be reimbursed at cost. The cost of tolls, parking and transportation (bus, taxi, etcetera) are eligible for reimbursement. Mileage and overnight expenses are subject to the requirements below;

Mileage:

Personal vehicle mileage shall be reimbursed at the Federal IRS Standard Mileage Rate for business in effect at the time of travel.

Overnight Expense Reimbursement for Board Members and Trustees;

1. If you attend a daytime meeting (Board or Committee) that is greater than 75 miles travel distance (each way), you are eligible to receive the Government Services Administration (GSA) rate, if available, for lodging reimbursement.
Example: To attend a Board of Directors meeting.
2. If you attend a daytime and evening meeting (Board, General Membership and/or Committee) that is greater than 50 miles travel distance (each way), you are eligible to receive the GSA rate, if available, for lodging reimbursement.
Example: To attend a Board of Directors and General Membership meeting in the same day.
3. If you attend a daytime and evening meeting (Board, General Membership and/or Committee) that is greater than 75 miles travel distance (each way), you are eligible to receive the GSA rate, if available, for lodging reimbursement for two nights.

All expense payments are subject to review and approval by the Treasurer of M.O.S.E.S.

Any scenario not covered by the above is subject to prior approval by the President and Treasurer of M O.S.E.S.

This motion will replace all prior approved motions pertaining to lodging expense reimbursements.

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