

OMAHA CIVILIAN EMPLOYEES RETIREMENT SYSTEM – BOARD TRAVEL POLICIES

It is recognized by the Board of the Omaha Civilian Employees Retirement System (hereafter referred to as “Board” and “System”) that attendance at educational conferences and seminars is necessary to further the knowledge of Board Members (“Members”) and for the Members to stay current on national trends in public pension and retirement systems. It is further recognized that attendance at such conferences and seminars allows Members to better serve the interests of system stakeholders. Finally, it is recognized by the Board that these guidelines confirm each Member’s fiduciary duty to the system and its stakeholders, while allowing convenient approval and reimbursement of expenses associated with attendance at seminars and conferences.

INTENT:

The purpose of these guidelines is to provide a general set of policies controlling travel by Members in facilitating their service to the System. These guidelines are not intended to be exhaustive and the Board shall retain discretion in approval of reimbursements.

MAXIMUM ALLOWABLE TRAVEL REIMBURSED FROM SYSTEM FUNDS:

The System shall reimburse Members for reasonable expenses as defined below for a maximum of two (2) trips to educational conferences and seminars during any calendar year that is outside of the local area (local area is within 50 miles of Omaha). Travel of Members as speakers at conferences, when fully paid for by other sources, does not count toward the maximum number of reimbursable trips. Attendance at local educational conferences or seminars is encouraged, and reasonable expenses will be reimbursed by the Board. Attendance at local educational conferences or seminars does not count toward the maximum number of reimbursable trips. Duplicate attendance shall be minimized and will only be approved for such events deemed most important to the System.

PRE-TRAVEL PROCEDURES:

- All travel must be approved in advance at a regular Board Meeting.

REASONABLE TRAVEL EXPENSE GUIDELINES:

- Mileage for personal vehicles shall be reimbursed at the then current Federal adopted rate (as published by the Internal Revenue Service).
- Lodging for Members shall, when available, be at the location of the seminar, conference, or meeting. In the event that such lodging is not available, lodging shall be in a facility that minimizes total travel cost to the System (lodging cost plus cost of travel between lodging and the event location). Any change of lodging from the event location must be approved by a vote of the Board at a regular meeting prior to travel or at the next regular Board meeting following the event in case of emergency.
- Lodging expenses are reported on a per-trip or per-day basis. Other expenses charged at the hotel are subject to limitations stated in other sections of this policy, and are to be reported with the applicable expense type. All other appropriate hotel charges (excluding

room and tax) must be supported by receipt or other official hotel documentation demonstrating charge and purpose. Lodging expenses must be supported by an itemized bill from the hotel or motel. All charges must be for actual expenses for reasonable accommodations.

- Reasonable expenses incurred for meals shall be reimbursed. The cost of meals should include the cost of tips and must be reported by meal and by day. All meals and/or food reimbursement requests shall be documented with an itemized receipt from the restaurant or facility. Tear slips or hand drafted receipts created by Members are not acceptable. Alcohol purchases reflected on submitted receipts will be deducted from reimbursement. Meals or food purchased for other people shall be documented by the Member and the cost shall be deducted from reimbursement. However, meals purchased for multiple Members may be submitted for reimbursement on one receipt. Members are expected to take advantage of complimentary meals where available.
- Members are encouraged, but not required, to use the least expensive means of travel while at the event. For example, members are encouraged to use mass transit or taxicabs in lieu of renting a car if the former are less expensive means of travel.

POST-TRAVEL PROCEDURES:

- Members are required to write a short report of their trip, including the nature of the event and specific activities engaged in while at the event. The Member shall present the report to the Board at the next regularly scheduled meeting. The Chairperson of the Board will be responsible for retaining the reports for a period of no less than 3 years.
- Disputes regarding reimbursement of individual items will be resolved by the Board at the next regular meeting. In the event of dispute, non-disputed expenses shall be paid when submitted. Only disputed items will be considered for approval by the Board.

The effective date of this policy as adopted by the City of Omaha Employees Retirement Board of Trustees is July 21, 2010.

Mary Beckenhauer

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Secretary

Chairman