

SSCA Partial Travel Reimbursement Policy

That, conditional on the sufficiency of the Association's independent financial resources as distinguished from the annual City grant, the Board hereby establishes a partial reimbursement policy and procedure to cover up to 80 percent of the travel expenses incurred by the President and City Directors on Board-approved official visits to our Sister Cities, not to exceed \$1,000. This policy may also apply to the President's designated representative, who would be chosen from the Executive Committee, and to the Chairs of established Exploratory Committees. Under this policy, City Directors would be eligible to apply for one travel reimbursement every other year as long as SSCA finances permit.

Procedures for Applying for SSCA Partial Travel Reimbursement

Note: Reimbursements are conditional on SSCA financial resources, independent and separate from the City of Sarasota grant. Under the terms of SSCA's agreement with the City, no part of the City's grant may be used for travel expenses.

1. City Directors, and others who may be covered by this policy, are eligible to apply for partial (**up to 80 percent and not exceeding \$1,000**) travel reimbursement for official visits to their Sister City every second year. Travel reimbursement will be defined as covering airfare or car mileage, whichever is less, with mileage calculated at the IRS approved charitable deduction rate. (Currently .14¢ per mile)
2. Applicants must present a **written proposal** to the Board as early as possible in their planning process. The proposal should include:
 - Specific objectives of the proposed visitation, including scheduled meetings: with whom; for what purpose; anticipated outcomes.
 - Preliminary budget of anticipated expenses, and a timeline for expenditures.
3. Once the visit has been approved by the Board, airline tickets should be purchased within 60 days of travel, along with travel insurance.
4. Within 30 days of returning, a **written report** is to be submitted to the Board specifying:
 - Formal, written concurrence by foreign Sister City decision-makers (mayor, council member with authority, foreign city director) for at least two official exchanges in the areas of culture, education, business, sports, or government, to take place within the following four years.
 - A listing of next steps required to bring these exchanges to fruition: by whom and within a suggested timeline
 - Receipts for travel expenses for which partial reimbursement is being requested.

13 July 2005 Approved and recommended by the Executive Committee of the Board.

21 July 2005 Approved by the Board as circulated on-line. 04-05-019