

# LAREDO FIREFIGHTERS RETIREMENT SYSTEM TRAVEL POLICY

## Policy Statement

Laredo Firefighters' Retirement System Board Members and its employees may be reasonably required to travel in the discharge of their official duties for training, attendance of the Firefighters' Retirement System related-meetings or the accomplishment of a specific purpose. Each Board member and/or employee shall carry out the purpose of his or her trip in an effective and economical manner. Approval of all travel and the reimbursement of expenses incurred shall be subject to the procedures below.

Any exceptions to the following procedures will have to be submitted to the Board in writing for review and approval.

## Procedures

1. Request for Travel.  
Any Board member and/or employee interested in traveling in conjunction with any official business of the Laredo Firefighters' Retirement System shall contact the Chairman of the Board and/or Pension Administrator and provide a brief description of the date, time, destination, and purpose of the trip.
2. Evaluation of Benefit to the Laredo Firefighters' Retirement System.  
The Chairman of the Board shall evaluate the requested trip as to the necessity for and the benefits to be derived from the trip. All trips shall be related to and for the Firefighters' Retirement System.
3. Approval of Trip.  
The Laredo Firefighters' Retirement System Board of Trustees shall have final approval of all travel by Board members and/or employees. Such a decision shall be based upon the cost of the trip, number of persons attending and the perceived benefit to the Retirement System to be derived from the proposed trip. Additionally, other factors such as tenure on the Board, attendance at Board meetings and the number of trips previously approved for the Board member and/or employee may be considered in connection with approval of any trip.
4. Travel Cancellation.

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If a Board member and/or employee cancels travel due to an emergency, the Board of Trustees will review the circumstances for the cancellation to approve the expenses incurred due to the cancellation.

If Board Members and/or employees decide not to travel, cancellation expenses will be the responsibility of the traveler and will not be reimbursable by the Firefighters' Retirement System.

### 5. Presentations.

After each trip, the Board member and/or employee shall report to the Board of Trustees at the next Board meeting any information received in connection with the trip and the trip's benefit to the Firefighters' Retirement System.

### Registrations

All registrations to attend educational seminars, conferences, professional training, etc., will be processed through the Pension Administrator at the Laredo Firefighters' Retirement System Office.

### Transportation

All transportation for Board or Trustee and/or employee will be processed through the Pension Administrator at the Laredo Firefighters' Retirement System Office.

If using a personal vehicle, mileage will be reimbursed at the rate approved by the Internal Revenue Service. The system is **NOT** responsible for damages/loss to the vehicle or any other expenses.

### Meals

The Laredo Firefighters' Retirement System will give a per diem at the rate approved by the Internal Revenue.

### Lodging

All lodging for Board of Trustee and/or employee will be processed through the Pension Administrator at the Laredo Firefighters' Retirement System Office.

