Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board

DRAFT

2.01 Trustee Education

Date of Original Issue: March 24, 2004 **Date Modified:**

PURPOSE

This policy recognizes that Board Members of the Law Enforcement Officers' and Fire Fighters' (LEOFF) Plan 2 Retirement Board are trustees and fiduciaries of the LEOFF Plan 2 Retirement System, and are therefore required to be well informed in matters pertaining to pensions. To fulfill their statutorily mandated duties as trustees and fiduciaries, Board members should receive the proper training and education.

SCOPE

This policy applies to all LEOFF Plan 2 Retirement Board Members, with the exception of the two Legislative Board Members, who attend Board and Committee meetings, conferences, seminars, training events and other approved meetings as part of their trustee and fiduciary responsibilities.

POLICY

All Board Members, with the exception of the two Legislative Board Members, are eligible to receive reimbursement for expenses incurred for travel to and from Board and Committee meetings, conferences, seminars, training events, and other approved meetings directly related to statutorily prescribed duties of the LEOFF Plan 2 Retirement Board and is authorized under rules established by the Washington State Office of Financial Management in the State Administrative and Accounting Manual (SAAM) Chapter 10.

Board members will exercise prudent judgment in incurring expenses when on Board business.

APPROVAL

Except for attendance at regularly scheduled Board and Committee meetings, approval for travel to conferences, seminars, training events and other meetings related to the duties of the LEOFF Plan 2 Retirement Board shall be requested in advance to the agency Executive Director.

PROCEDURES

All Board Member travel will be coordinated through the Executive Assistant to ensure compliance with all state regulations and state per diem rates.

Upon completion of travel, Board Members may request reimbursement for eligible expenses by submitting a Board Member Expense Reimbursement Form and associated receipts to the Executive Assistant.

STATE TRAVEL RULES

Board Members may be reimbursed for per diem and other travel expenses incurred while conducting LEOFF Plan 2 Retirement Board duties. Per diem rates vary according to location and are subject to change.

Some basic travel rules to remember are:

- Air, rail and other transportation arrangements using common carriers must be made through travel agencies authorized by the state.
- Lodging expense is generally authorized if required to stay overnight, more than 50 miles from the closer of either the member's official place of business or residence. Actual expense, documented by a receipt, up to the maximum state rate is allowable. Some exceptions apply.
- Deductions to the daily meal allowances will be made for meals included as part of the registration fee for conferences, seminars, or furnished at meetings.
- Entertainment, alcoholic beverages, and other personal expenses are not reimbursable.
- Private car mileage may be claimed only by one member regardless of number of members traveling together.

Approved by _____