



OFMA Travel Policy & Procedures

1. Purpose

These Policies shall serve as the official policy in all travel and mileage situations incurred by members of the Oklahoma Floodplain Managers Association (OFMA). They are meant to establish a uniform and allowable basis for reimbursing members authorized travel for OFMA. These policies are effective immediately.

2. Conferences

For the purposes of this policy, the following conferences and training are applicable: CAP meeting; Annual Conference; Spring Technical Workshop; and ASFPM attendance. Advance Training Instructors is covered in a separate board action (insert reference).

3. Attendees

The following positions are authorized to attend the **CAP meetings**: OFMA Chair, OFMA Vice-Chair and the OFMA CAP Coordinator. OFMA agrees to reimburse for meals, room, and mileage/travel.

The following positions are authorized to and will attend the **Spring Technical Workshop**: OFMA Chair, OFMA Vice-Chair and OFMA Treasurer. OFMA will provide rooming accommodations and if travel is greater than 90 miles, OFMA will also provide travel.

The following positions are authorized to and will attend the **Annual Conference**: OFMA Chair, OFMA Vice-Chair and OFMA Treasurer. OFMA will provide a room for each position.

The following positions are authorized to and will attend the **Annual ASFPM Conference**: OFMA Chair, OFMA Vice-Chair, OFMA Treasurer, OFMA PDCC Chair. OFMA will provide compensation for travel (air or mileage), room, conference registration, and meals at the government rate. All reimbursements will be at the member rate.

4. Travel Claim Forms

All claims for reimbursement must be completed by the claimant on the forms prescribed by the adopted form. The form must be accompanied by receipts.

5. Reimbursement Rate Provisions

OFMA will pay the traveler for expenses for approved travel in accordance with the following rates:

- Airfare will be reimbursed at the lowest fare available.
- Mileage will be paid at the current Federal mileage rate, not to exceed the lowest airfare available.
- Meals and Incidental Expenses (M&IE) will be paid at GSA maximum daily reimbursement (per diem) rates. M&IE rates differ by travel location. View the per diem rates for your primary destination to determine which M&IE rates apply.
- Lodging, registration, and other costs will be for the actual expenses. The Association should only pay for the room and board of the traveler. It will not pay for movies, room upgrades, meals for spouses, or similar extra expense.
- If a traveler has a free rental car or hotel room upgrade, it must be noted on the receipt to avoid challenges of misuse of Association funds.