

**CITY OF MIAMI GENERAL EMPLOYEES' & SANITATION EMPLOYEES'
RETIREMENT TRUST**

**APPROVED TRUSTEE EXPENSE REIMBURSEMENT POLICY
DATED SEPTEMBER 29, 2006**

The Trustees and representatives of the City of Miami General Employees' & Sanitation Employees' Retirement Trust ("Fund") or their designees, should be reimbursed for expenses incurred in connection with performance of their duties on behalf of the Fund, in accordance with the following:

I. STANDARDS FOR ATTENDANCE

1. Budget Provision

No Trustee or employee of the Fund will be authorized to attend any convention, conference, training program or in the normal conduct of business meeting ("collectively referred to in these guidelines as meeting") which requires being away for overnight or longer unless the trip has been authorized in the approved budget.

2. Non-Budgeted Travel

If specific provision has not been made in the budget for this travel, a written request must be made to the Administrator with as much advance notice as possible stating the reason for the travel. Final approval will be made by the Administrator after securing approval from the Board of Trustees.

3. Limitation on number of Trips

Unless these are exceptional circumstances, no Board member will be permitted to take more than four seminars a year, no more than two out of state trips without prior Board approval, plus the bi-annual in state symposium, and a new trustees school for new trustees at the Fund's expense in a fiscal year for purposes of attending meetings.

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4. Conduct of Delegates, Reports and Programs

The conduct of the Board members and staff members attending meetings in conducting official business out of town is a reflection of the standard on the City of Miami. The fact that the Fund is bearing a major portion of the expense is the recognition of the principle that the benefits accrue to the Fund as well as the individual. Board members and staff employees will therefore obtain a maximum amount of beneficial training and information of value for the purpose of improving technical expertise, administration and services.

5. Time Limitation for Expense Reimbursement Reasons

The time allowed for attendance at these meetings, including travel time would not exceed seven (7) working days. Any request for a period of time beyond seven (7) working days should be submitted to the Administrator which is subject to the Board of Trustees concurrence.

II. EXPENSES AND REIMBURSEMENTS

1. Reimbursable Expenses

“Reimbursable Expenses” shall mean reasonable expenses actually incurred in connection with the performance of duties on behalf of the Fund, including attendance at meetings. Reimbursable expenses shall include expenditures paid by one person although incurred by another if such expenditure would have been reimbursable to the person incurring the expense. For example, if one Trustee pays for a dinner for another Trustee and the total expenditure would have been reimbursable if paid individually, the entire expenditure shall be reimbursed to the Trustee paying for the dinner.

The Fund shall pay all reimbursable expenses authorized by the Trustees. Any per diem authorized by the Trustees shall be cumulative and shall be deemed to be an average daily amount to be incurred over the number of days for which expenses were approved.

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2. (a) Advance Payments

In anticipation of incurring reimbursable expense, no advance payments shall be made to the Trustees except that payments may be made by the Fund directly to the hotel equal to the total lodging cost, and to the transportation company or travel agent to secure travel arrangement in advance of departure and shall be considered to be an advance payment under these guidelines.

(b) Time Limitation on Submitting Requests for Reimbursement

Within thirty (30) days after such expenditure or within thirty (30) days after completion of the travel which gave rise to the expenditure, whichever is later, each individual shall submit to the Fund a written itemized expense statement setting forth all reimbursable expenses. Expenditures in excess of \$25.00 shall be accompanied by a receipt.

Reimbursable expenses shall be paid by the Fund only upon submission of an expense statement and supporting documentation as described in Paragraph 2 (b). All requests for reimbursement must be submitted to the Administrator on a Trustee Expense Voucher Form.

III. REIMBURSABLE EXPENSES DEFINITION

Reimbursable Expenses shall include the following:

1. Transportation

Public conveyance, such as air, rail, bus, cab or non-privately owned automobile: actual cost of transportation; however, the transportation expense in excess of the cost of coach air fare (round trip) or first class rail fare (round trip) whichever is less, will not be allowed unless justification is obtained before leaving on the trip. Every effort to secure economy discount fare must be explored.

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2. Privately owned automobile

If traveling by automobile, the owner of the automobile shall be reimbursed for each mile actually driven by the most direct route at an amount equal to the Internal Revenue Service mileage regulations. Total reimbursement resulting from the use of the privately owned automobile shall not exceed the normal coach airfare allowance.

3. Lodging

Actual cost of lodging at single occupancy rate. If room is occupied by more than one person, the room rate over and above the single occupancy rate shall not be charged to the Fund.

4. Meals

Actual cost of meals (including non-alcoholic refreshments consumed in connection with meals) as certified by the member subject to limits identified in the Runzheimer Meal – Lodging Cost Index.

5. Rental Cars

Reimbursement of rental cars will only be granted for the rental of cars at the intermediate level or below. In those cases where alternative services are available, i.e. taxi or limousine service, such services with the lowest cost should be used. The Board authorizes individuals when they are attending to official business whether it is in state or out of state to purchase the insurance from the rental car company at the time they sign the agreement.

6. Registration Fees

Registration fees will be on the basis of actual registration charge. When prepaid registration is required, the fee will be paid directly by the Fund.

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7. Miscellaneous Expenses

Miscellaneous expenses, including taxi fares, valet parking, gratuities; etc. may be claimed if circumstances indicate they are necessary for traveler. Personal long distance telephone calls will be reimbursed at a rate not to exceed \$10.00 per day. Reimbursements will not be made for personal items such as laundry, alcoholic beverages or side trips, etc.

8. Traveling Time

Reimbursable expenses may be incurred during one day traveling to and one day traveling from a meeting, and while in attendance at a meeting.

9. Non-Reimbursable Expenses

Reimbursable expenses shall not include personal recreational expenses such as golf or tennis, nor shall they include expenses incurred by a spouse or other family member or associate traveling with the Trustee or Fund representative.

10. Reasonable Expenses Defined

“Reasonable Expenses” shall mean that range of expenditure not determined by the Trustees to be excessive. Generally, whether an expenditure is reasonable depends on the particular facts and circumstances of each case. In determining whether an expenditure is excessive, the Trustees shall consider, among other things, the standard of travel and living conditions which a person serving in the capacity of a Trustee might be expected to maintain.

11. Approval of Expenses

- a. The Fund Administrator shall be responsible for reviewing all reimbursed expenses and shall advise the Trustees of any submitted expenses which were found to be inconsistent with these guidelines.

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- b. These guidelines may be modified by the Trustees at any time and shall be interpreted by them in a manner consistent with the provisions stated herein.
- c. Trustees shall determine whether an expenditure not covered by these guidelines is a reimbursable expense.

*REVISED 07/23/99

*REVISED 09/29/06

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