

VMCTA Travel Reimbursement Policy for Volunteering Presenters

Policy Statement:

The Vermont Municipal Clerk's & Treasurer's Association (VMCTA) recognizes the value of its Town Clerks and Town Treasurers volunteering their time and expertise to present at training events. To support and encourage participation from members who are traveling a significant distance to present at these events, the VMCTA Continuing Education Committee Chair may offer to reimburse presenters for reasonable expenses related to their travel, including hotel accommodation and/or mileage, provided the following conditions are met.

Eligibility for Reimbursement:

1. **Presenter Eligibility:**
 - Town Clerks, Town Treasurers or other professionals volunteering to present at VMCTA-sponsored training sessions are eligible for reimbursement under this policy.
2. **Travel Distance Requirement:**
 - Reimbursement for hotel room will only be considered for presenters whose travel to the training location exceeds 4 hours round trip from their home or office.
 - Reimbursement for mileage expense will only be considered for presenters if offered by the VMCTA Continuing Education Chair or their designee.
3. **Training Location and Timing:**
 - Reimbursement will apply only to official VMCTA-sponsored training events or workshops, and the travel must occur within the established dates and times of the event.

Reimbursement Details:

1. **Mileage:**
 - Presenters will be reimbursed for mileage at the current IRS-approved mileage rate for travel to and from the event. Mileage reimbursement is calculated based on the most direct route from the presenter's home or office to the training location with a maximum up to \$250.
2. **Photocopy of Handouts:**
 - Reimbursement for copies and training materials must be pre-approved by the VMCTA Continuing Education Chair or their designee and will not exceed \$50.
3. **Hotel Accommodation:**
 - Reimbursement for hotel accommodation will be provided for one night only, if necessary. The hotel accommodation must be within a reasonable distance of the training location.
 - VMCTA will reimburse the standard rate of a single occupancy room, including taxes, and any incidental charges will not be reimbursed unless explicitly approved in advance.
4. **Meal Reimbursement:**
 - Meal reimbursements will not be provided unless otherwise specified for the event.

Procedure for Reimbursement:

- 1. Pre-Approval:**
 - Presenters must be offered reimbursement in advance, including details of their travel and accommodation plans, by the Chair of the Continuing Education Committee or their designee.
- 2. Submission of Expenses:**
 - After the event, presenters must submit their mileage log and hotel receipts (if applicable) to VMCTA Education Committee Chair within **30 days** of the training event for reimbursement processing.
- 3. Documentation Required:**
 - The request for reimbursement, along with all receipts for lodging, photocopies and mileage log, must be submitted to the Chair of the Continuing Education Committee or their designee for approval. The Chair/designee will forward the documentation to the VMCTA Treasurer for processing; email is an appropriate form of submission.

Limitations:

- Reimbursement will only cover expenses that are reasonable and necessary for travel to the presentation event. Any additional expenses not explicitly mentioned in this policy (e.g., travel for personal reasons, upgrades to hotel rooms, etc.) are not eligible for reimbursement.
- VMCTA reserves the right to deny reimbursement if the requested expenses do not comply with this policy or lack proper documentation.

Policy Review: This policy will be reviewed annually by the Executive Board and may be updated or revised as necessary.

Adopted by VMCTA Executive Board on June 6, 2025.