

Rocky Mountain Risk Insurance Group/Rocky Mountain Risk

PROCEDURE NO. D-10
DATE: November 11, 2020

Subject: TRAVEL AND MISCELLANEOUS EXPENSE REIMBURSEMENT-RATES

1. When representing the Rocky Mountain Risk Insurance Group and Rocky Mountain Risk at meetings, seminars, conventions and other functions, Board members, the Executive Director, agents, and other authorized representatives shall be reimbursed for transportation at the current allowable IRS rate for a personal vehicle and for actual expenses for shuttle vehicles, taxis (including tips) and/or car rentals. Major transportation expenses, such as actual coach plane fare, bus, or rail, may be pre-paid or reimbursed, as appropriate.

2. All necessary lodging expenses and registration fees for meetings, seminars and conventions shall be reimbursed or prepaid (as appropriate) at their actual cost.

3. An allowance for meals and incidental expenses shall be advanced to the Rocky Mountain Risk Insurance Group and Rocky Mountain Risk representative at the then-existing rate established by the federal Government Services Administration.