

**THE FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO**  
**TRAVEL AND CONFERENCE/SEMINAR ATTENDANCE**  
**AND REIMBURSEMENT POLICY**  
(Revised and Adopted November 18, 2009)

**I. GENERAL POLICIES**

It shall be the policy of the Retirement Board (the "Board") of the Firemen's Annuity and Benefit Fund of Chicago (the "Fund") to encourage Members of the Board ("Trustees") and appropriate Employees (as hereafter defined) to become informed and educated in all areas affecting the business and operations of the Fund.

For the purposes of this Policy, "Employee" shall mean an individual employed by the Fund whether part-time or full-time or by a contract of employment, excluding any third party vendors of the Fund or any appointed or elected Board Members of the Fund.

It is the intent of the Board that this Travel and Conference/Seminar Attendance Reimbursement Policy, and the Trustees and Employees to whom it applies, comply with the provisions of the Fund's Ethics Policy, as amended from time to time. The Board reserves the right to amend and/or modify this Travel and Conference/Seminar Attendance and Reimbursement Policy at any time to comply with said Ethics Policy.

**II. ATTENDANCE AND REPORTING**

Trustees are fiduciaries, accountable to the participants and beneficiaries of the Fund, and serve without compensation and/or financial gain. In the interest of continuing Trustee education in all areas impacting upon the Fund, each Trustee is encouraged to attend conferences and/or seminars each year that are held in-state or out-of-state where those educational activities conform to the requirements of Article 1, Section 113.18 of the Illinois Pension Code. As fiduciaries, Trustees are required, on an annual basis, to obtain at least eight (8) hours of education with respect to pension fund administration and investment matters. Since pension conferences/seminars are an important source of this kind of continuing educational opportunity, travel is often necessary.

Information on nationally sponsored investment and pension benefit conferences shall be circulated to all Trustees as it is available. . Any travel by a Trustee or Employee on Fund-related business such as Board meetings or educational conferences/seminars must be approved in advance, and in writing, by a majority of the Board *prior* to travel. Reimbursement may be foreclosed if expenses associated with travel have not been pre-approved by the Board. Each Trustee and Employee in attendance at a Fund-paid conference/seminar may be asked to provide an oral report to the Board on the issues covered at the conference or seminar.

Employee attendance at conferences, seminars, or meetings, approved by the Board shall be deemed to be a portion of that Employee's job responsibilities. As such, all time spent in attendance at meetings and conferences by an Employee shall be considered working hours. Required travel time on non-working

days shall also be considered as working hours to the lesser extent of actual time spent traveling or eight (8) hours, consistent with U.S. Department of Labor guideline contained in the United States Fair Labor Standards Act.

It shall be the policy of the Board, consistent with the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Revised Illinois Pension Code, that Trustees and Employees not accept gifts, including the payment of educational missions and travel expenses from any prohibited source. Trustees attending the conferences or seminars sponsored by Fund vendors or other national organizations, at the invitation and expense of those sponsoring organizations, where such attendance does not violate the Fund's Ethics Policy, shall note that attendance with the Board at a meeting preceding the conference/seminar. Any incremental expenses to be paid by the Fund in relation to these conferences or seminars and all requests for additional conference/seminar attendance shall be presented to the Board for approval pursuant to the provisions of this Policy.

### **III. REIMBURSEMENT GUIDELINES**

Each Trustee and Employee shall be reimbursed for expenses necessarily incurred in attending Board meetings and educational conferences/seminars, including registration fees and travel expenses, subject to pre-approval by a majority of the Board; however, expenses related to any companion or spouse shall not be paid by the Fund and shall be the responsibility of the applicable Trustee or Employee. A detailed Travel Expense Report (in the form attached hereto) shall be completed and submitted by all persons traveling on behalf of the Fund within thirty (30) days of completion of the related event. All Travel Expense Reports shall be in compliance with this Policy and with the guidelines as established by the Internal Revenue Code; Publication 463, as amended. It shall be the policy of the Board that no reimbursement shall be approved for the purchase of any type of alcoholic beverages. Any such expense shall be clearly identified and segregated on related documentation. Trustees and Employees are expected to use prudence, discretion, and good judgment to assure that all travel expenses incurred are authorized, appropriate, and in accordance with this Policy and the Fund's Ethics Policy.

It is the intention of the Board to pay the following travel related expenditures:

#### Business Expenses

All reasonable expenses incurred by the Trustee or Employee during the course of conducting Fund business (Board meetings, business meetings, local seminars, educational events and other events pre-approved by the Board, including in-state and out-of-state conferences/seminars) as outlined by this Policy are reimbursable to the extent they are in compliance with this Policy and I.R.S. guidelines and supported by original receipts and appropriate documentation.

The following expenses will not be reimbursed:

#### Excluded Expenses

Those of a personal nature, including but not limited to, recreational expenses and alcohol expenses. In addition, expenses incurred by or on behalf of a spouse or other person traveling with the Trustee or Employee are not reimbursable. Trustees and Employees may be precluded from receiving reimbursement for expenses associated with travel that have not been pre-approved by the Board as outlined by this Policy.

Unless travel is pre-approved at a regularly scheduled or specially called meeting of Board, all Trustees and Employees are responsible for completing and submitting the attached Firemen's Annuity and

Benefit Fund Travel Authorization Form (attached hereto) before any Fund-related travel or conference expenses are incurred. Trustees and Employees should submit the Travel Authorization Form and any supporting documentation (such as conference brochures and itinerary) to the Fund as promptly as possible and the Funds' administrative staff will coordinate the approval process.

In addition, all individuals are responsible for completing and submitting a detailed Travel Expense Report documenting and providing original receipts for all expenses claimed upon their return in order to receive reimbursement.

#### **IV. TRAVEL GUIDELINES**

##### **A. CONFERENCE REGISTRATION EXPENSES**

- ❖ Trustees and Employees shall notify appropriate Fund staff as early as possible of their intention to attend an approved conference/seminar. Fund staff will pre-pay all necessary registration expenses.

##### **B. MODE OF TRAVEL**

- ❖ Modes of transportation authorized for official travel in the course of Fund business will include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance.
- ❖ All travel shall be by the most direct route. In cases where an individual for their own convenience travels by an indirect route or interrupts travel by direct route, that individual shall bear the extra expense. Reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and economical route.
- ❖ All travel shall be by the most economical mode of transportation available, considering travel time, costs and work requirements.

##### **C. TRANSPORTATION COSTS**

The cost for airline, rail, taxi or other ground transportation must be accounted for separately on the Travel Expense Report, showing the amounts spent for each trip, and receipts must be presented to the Executive Director at the Funds' administrative offices to qualify for reimbursement. Transportation may include fares and expenses incidental to transportation such as baggage transfer and reasonable tips for taxis and porters.

- ❖ Airline & Rail: The Fund encourages all trustees and Employees to make advance reservations for discounted coach airfare. The cost for airline (coach class) and rail tickets will be reimbursed. First class or business class travel is prohibited.
- ❖ Ground Transportation: Trustees and Employees will be reimbursed for local transportation charges incurred during travel to conduct official Fund business such as: public transportation, taxi fares, private car service, shuttle service, tolls and other forms of local transportation.
- ❖ Personal Car: If the Trustee or Employee chooses to drive to a destination, the use of a

private automobile shall be reimbursed at the rate per mile specified by the Internal Revenue Service (currently \$0.55 per mile), but in no event shall the reimbursement exceed the cost of coach airfare plus ground transportation to/from the destination.

- ❖ Rental Car: Where the use of a rented vehicle is necessary, the most economical vehicle available and suitable for the conduct of Fund business shall be obtained. Proof of insurance or purchase of additional rental insurance shall accompany the procurement of any rental car to be utilized for Fund business. Reasonable fuel charges accompanying the use of a rental car are reimbursable. A full explanation for the need and use of the rental vehicle must be submitted along with the travel voucher form.
- ❖ Parking: The Trustee or Employee may use their personal car to and from the airport if the expenses (mileage plus parking) are equal to or less than the amount a taxi would charge. Routine parking expenses incurred by Trustees to attend Board meetings will be reimbursed subject to supporting documentation required by this policy. Mileage and parking expenses incurred by Trustees and Staff related to attendance at approved conferences or other authorized functions will be also be reimbursed subject to the same supporting documentation requirements.

#### D. SUBSISTENCE AND MISCELLANEOUS COSTS

- ❖ Daily Expenses: Trustees and Employees will be reimbursed for actual meal and incidental expenses (“Daily Expenses”) incurred when away from their home on official business at a rate not to exceed current published GSA guidelines. A receipt that includes location, date, time and amount must be included as support of individual expense items over \$25. “Allowable” reimbursement will be based upon the approved costs incurred for the “overall” period, rather than for each day separately, provided the individual expends the allotted funds in a manner deemed prudent. The Daily Expense rate is intended to include all meals and incidental expenses during the period of travel. There will be no reimbursement for meals and incidental expenses beyond this rate. Pursuant to I.R.S. guidelines, “incidental expenses” shall be deemed to include items such as: (i) fees and tips given to porters, baggage carriers, bellhops or hotel maids and (ii) transportation between places of lodging or business and places where meals are taken. Incidental expenses specifically do not include expenses for laundry, cleaning and pressing of clothing, or lodging taxes. The Fund will pay reasonable Daily Expenses for each day of conference/seminar attendance plus one additional day of travel, if applicable.
- ❖ Daily Expense Advance: A Trustee or Employee may request a Daily Expense Advance of \$75. per day for each day of conference/seminar attendance and for one additional day of travel, if applicable. This Advance will not be distributed earlier than the Board meeting immediately preceding the conference. Any such Daily Expense Advance must be recognized when final accounting of all travel expenses is submitted pursuant to a Travel Expense Report.
- ❖ Phone Calls: All phone calls that are business related will be reimbursed.

## **E. LODGING**

Reasonable costs of hotel accommodations incurred will be allowed. Trustees and Employees residing within 50 miles of the meeting place will receive no reimbursement for lodging for a one day meeting. For a two day meeting, lodging for one night will be reimbursable.

If the Trustee or Employee is attending a convention at a hotel, the allowable daily lodging rate would be the standard rates where the convention/seminar is being held. If that particular hotel is not available, then the allowable rate would be a comparable rate for a hotel in the vicinity of the convention site.

If the Trustee or Employee is attending a non-convention event for Fund related business, then the allowable rate for lodging would be the standard rate for a hotel room at the site closest to where the business will take place. All persons incurring expenses do so with the expectation that they are deemed to be reasonable and prudent.

Notwithstanding anything herein to the contrary, in no case shall the amount reimbursed for lodging exceed the limits set by the current U.S. General Services Administration in their Federal Travel Regulations. The per diem lodging rates differ by travel location and are periodically revised by the Federal Government. These rates can be found on the GSA "Domestic Per Diem Rates" website page at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

## **V. CANCELLATIONS**

All charges incurred for cancellations or changes in travel arrangements are the personal responsibility of the Trustee or Employee unless such changes are made at the direction of the Board.

## **VI. TRAVEL EXPENSE REPORTS AND ADDITIONAL EXPENSES**

All claims for reimbursement of travel expenses shall be submitted on the attached Travel Expense Report. The Travel Expense Report shall indicate the purpose of the travel, dates of travel, points of departure and destination, mode of transportation, and cost of the transportation used. All Travel Expense Reports submitted by Trustees shall be signed by the Trustee who has incurred the expenses and submitted to the Executive Director of the Fund for review within thirty (30) days after the completion of any approved travel. Any Travel Expense Report completed by the Executive Director of the Fund or by any Employee shall be signed by the individual that incurred the expenses and submitted to the Secretary of the Board for review. Receipts are required for individual expenditures over \$25 for which reimbursement is being sought.

The Executive Director of the Fund will have responsibility to review all Travel Expense Reports submitted by Trustees for completeness, accuracy and compliance with Fund policies. The Secretary of the Board (or his or her designee) will have responsibility to review any Travel Expense Report submitted by the Executive Director or any Employee for completeness, accuracy and compliance with Fund policies. The Executive Director shall submit all completed Travel Expense Reports to the Board as part of the Fund's records.

Additional expenses, not previously approved by the Board, shall be submitted to the Board for approval at its next regularly scheduled meeting. As a general rule, additional hotel expenses shall be

reimbursed if the additional expenses incurred are less than the savings in available airfare rates realized as a result of the staying over for an additional night or nights.

Individuals submitting Travel Expense Reports are personally responsible for their accuracy and propriety. Any misrepresentation may be cause for disciplinary or legal action. Any Travel Expense Report not prepared in accordance with the regulations outlined herein or not properly supported by original receipts where required will be returned to the originator for corrections.

The Executive Director shall report any outstanding or incomplete Travel Expense Reports at each regular meeting of the Board.

**DAILY EXPENSES**

(ATTACH RECEIPTS FOR ITEMS OVER \$25.00)

NUMBER OF DAYS SPENT AT CONFERENCE \_\_\_\_\_

DATE: _____	DATE: _____	DATE: _____
Breakfast \$ _____	Breakfast \$ _____	Breakfast \$ _____
Lunch \$ _____	Lunch \$ _____	Lunch \$ _____
Dinner \$ _____	Dinner \$ _____	Dinner \$ _____
Tips \$ _____	Tips \$ _____	Tips \$ _____
Taxis \$ _____	Taxis \$ _____	Taxis \$ _____
_____ \$ _____	_____ \$ _____	_____ \$ _____
TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

DATE: _____	DATE: _____	DATE: _____
Breakfast \$ _____	Breakfast \$ _____	Breakfast \$ _____
Lunch \$ _____	Lunch \$ _____	Lunch \$ _____
Dinner \$ _____	Dinner \$ _____	Dinner \$ _____
Tips \$ _____	Tips \$ _____	Tips \$ _____
Taxis \$ _____	Taxis \$ _____	Taxis \$ _____
_____ \$ _____	_____ \$ _____	_____ \$ _____
TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

DATE: _____	DATE: _____	DATE: _____
Breakfast \$ _____	Breakfast \$ _____	Breakfast \$ _____
Lunch \$ _____	Lunch \$ _____	Lunch \$ _____
Dinner \$ _____	Dinner \$ _____	Dinner \$ _____
Tips \$ _____	Tips \$ _____	Tips \$ _____
Taxis \$ _____	Taxis \$ _____	Taxis \$ _____
_____ \$ _____	_____ \$ _____	_____ \$ _____
TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

TOTAL OF ALL DAILY EXPENSES: \$ \_\_\_\_\_  
(TRANSFER TO FRONT SIDE)

If more than six days, attach an additional voucher sheet

**FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO  
TRAVEL EXPENSE REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Conference: \_\_\_\_\_  
Sponsored By: \_\_\_\_\_  
Location: \_\_\_\_\_ Dates: \_\_\_\_\_

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**TRANSPORTATION:**

\_\_\_\_\_ Airfare      \_\_\_\_\_ Train      \_\_\_\_\_ Bus      \$ \_\_\_\_\_  
\_\_\_\_\_ Private Automobile      \_\_\_\_\_ Miles at \_\_\_\_\_ Per Mile      \$ \_\_\_\_\_  
\_\_\_\_\_ Rental Car      \$ \_\_\_\_\_

**ACCOMMODATIONS:**

\_\_\_\_\_ Hotel or Motel Expenses      \$ \_\_\_\_\_

**DAILY EXPENSES:**

\_\_\_\_\_ Daily Expenses (From Reverse Side)      \$ \_\_\_\_\_

**MEETING REGISTRATION FEES:**

**TOTAL EXPENSES:**

**LESS TRAVEL ADVANCE:** (\$ \_\_\_\_\_)

**AMOUNT IF ANY DUE INDIVIDUAL**      \$ \_\_\_\_\_  
(For Reasonable Additional Expenses)

The undersigned certifies that all of the above stated expenses were necessary, proper and reasonably incurred in connection with the approved travel purpose.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

Reviewed and Approved

By: \_\_\_\_\_

Title: \_\_\_\_\_

Submit to:  
Firemen's Annuity and Benefit Fund of Chicago  
20 South Clark Street, Suite 1400  
Chicago, IL 60603

**FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO  
TRAVEL AUTHORIZATION FORM**

Effective April 3, 2009, Public Act 096-0006 requires that all travel on Fund-related business by Trustees or Employees be approved in advance by a majority of the Board members. Travel expenses may not be subject to reimbursement if advance approval is not obtained. This form is for approval of individual trips by Trustees or Employees, which have not previously been approved at a regularly scheduled or specially called Board meeting.

Unless prior Board approval for travel has been obtained, the Firemen's Annuity and Benefit Fund of Chicago Travel Authorization Form should be completed and approved before any travel or conference expenses such as hotel deposits, airfare, or conference fees are incurred. Trustees and Employees should complete this form and attach any supporting documentation such as conference brochures/itinerary and send it to the Funds' offices at the address listed above. In the rare circumstance that a formal meeting of the Board will not occur prior to travel, the Funds' administrative staff will coordinate the approval process with the Board via e-mail, note completion of the approval process below and notify the Trustee or Employee of the approval/disapproval.

Approval for travel expenses associated with regularly scheduled Board or Committee meetings will be completed quarterly with a formal motion and approval process at regularly scheduled meetings.

Firemen's Annuity and Benefit Fund of Chicago will keep this form and approval documentation and attach it to the travel voucher form.

<b>Traveler Name</b>			
<b>Destination</b>			
<b>Reason for Travel</b>			
<b>Benefit to Fund</b>			
<b>Travel Dates</b>			
<b>Traveler Signature</b>			
<b>Date of Request</b>			
<b>Approval Verified By</b>		<b>Date</b>	

Trustee #	Approved	Not Approved	(circle one)	Date	
Trustee #1	Approved	Not Approved	(circle one)	Date	
Trustee #2	Approved	Not Approved	(circle one)	Date	
Trustee #3	Approved	Not Approved	(circle one)	Date	
Trustee #4	Approved	Not Approved	(circle one)	Date	
Trustee #5	Approved	Not Approved	(circle one)	Date	
Trustee #6	Approved	Not Approved	(circle one)	Date	
Trustee #7	Approved	Not Approved	(circle one)	Date	
Trustee #8	Approved	Not Approved	(circle one)	Date	

**Note: Approval of five (5) Trustees required to approve individual travel**