

Bexar County Master Gardeners

SUBJECT: F-6 – Travel Reimbursement

POLICY:

Texas Master Gardener Conference

The Bexar County Master Gardeners (BCMG) will reimburse the members holding the following position(s) for conference registration, travel, accommodations and food to the Texas Master Gardener State Conference up to a maximum of \$500.00/each:

President - Bexar County Master Gardeners
Vice President - Bexar County Master Gardeners

The President and Vice President will provide a presentation on the Conference to the BCMG membership at the next available General Membership meeting prior to receiving the reimbursement.

The President may appoint another member to represent BCMG at the Conference if the President and/or Vice President are unable to attend with the same reimbursements and requirements.

Texas Master Gardener Quarterly Meetings

The Bexar County Master Gardeners will reimburse the Texas Master Gardener Association (TMGA) Representatives or alternates for mileage, based on the published Texas employee reimbursement rate, for attendance at the Texas State Master Gardeners Board of Directors meeting. Should a TMGA meeting be held in a location that requires an overnight stay, the TMGA Representatives may request reimbursement for food and lodging *prior* to attending the meeting. A written report of the TMGA Board of Directors meeting will be presented to the President for the next Board meeting prior to receiving the reimbursement.

Receipts for all expenses will be required for all reimbursement requests. It is expected that all travel expenses will be at the most reasonable rate. No alcohol will be reimbursed.

RATIONALE:

This policy supports the travel of members of the leadership team to represent the Bexar County Master Gardeners at state functions.

DATE APPROVED: 16 January 2020

DATE REVIEWED: