

**POLICY AND PROCEDURES of the ARIZONA FIRE & BURN EDUCATORS  
ASSOCIATION, INCORPATED *Life Safety Educators of Arizona***

**EXPENSES AND PER DIEM**

Any Officer of the Board and/or member may receive reimbursement of expense and/or per diem while in the performance of duties assigned with prior approval.

The following guidelines will be used in determining per diem payment:

1. Meals will be reimbursed at the current US General Services Administration (GSA) rates.

NOTE: Reimbursements will be made based on meals during travel to/from AFBEA functions.

2. Rooms will be reimbursed at their cost (including taxes).
3. Other expenses will be reimbursed at their cost, i.e.: cabs, parking, and transportation to/from airport.
4. Travel costs will be reimbursed at their cost. Airfare reimbursement will be the cost of a round trip standard coach airline ticket. Ground travel for a privately owned vehicle will be at current IRS travel allowances for that fiscal year, not to exceed the cost of the lowest airline fare available.

NOTE: Expense reports must be submitted to the Treasurer no later than 30 days past the date the expense occurred. Failing to do this, may result in denying the reimbursement request. Any amount received by a member towards expenses shall be deducted from the individual's expense report.

**TRAVEL POLICY:**

1. Authorized Travel
  - a. The Board must authorize all travel performed on behalf of the Association.
2. Reimbursable or paid items of expense:
  - a. Only approved expenses are allowed in conjunction with meeting and/or travel on behalf of AFBEA. In all cases not covered by the standing per diem, only actual, necessary and reasonable expenses incurred

during authorized travel, will be paid or reimbursed. To facilitate the proper payment of actual expenses, except those covered by per diem it is necessary that receipts be obtained and submitted whenever possible and practical for expenses incurred.

- b. Air Travel will be at coach or tourist rate unless unavailable and by the shortest route available.
  - c. Reimbursement for use of privately owned automobile shall be at a mileage rate prescribed by the Policy. Other related auto expenses such as tolls and parking charges, are eligible for reimbursement.
  - d. Local and long distance official AFBEA business telephone charges.
  - e. Expenses for spouse or other person not authorized by the Board are not allowed.
  - f. Per diem will be paid for attendance to meeting that are approved by the Board. General Committee AFBEA meetings are excluded.
  - g. Per diem will be for those days in attendance at the approved meeting, and for any other days approved by the Board.
  - h. In areas where meals can not be covered by the per diem rate an extra two (2) days (one for traveling to the meeting and one for traveling home from the meeting) may be authorized by the Board.
  - i. When traveling to an authorized AFBEA meeting in conjunction with another meeting paid for by others, only per diem rates for the days of the AFBEA meeting will be authorized.
3. Special Expenses
    - a. When approved by the Board, certain specific expenses may be paid for conference speakers and visiting dignitaries at the conference or workshop

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**FUND ACCOUNT**

In order to assure that each of our fund accounts have adequate operating monies, the following guidelines will be used to determine how monies are to be transferred from fund to fund

**INCOME PRODUCING ACTIVITIES/EVENTS:**

1. One Hundred percent (100%) of profits received from income producing activities or events will be deposited in the General Account.
2. This does not apply to any function or event that has been solely designate as a fundraiser for specific purpose.

**TRANSFER and BANK CARDS POLICY:**

4. The Treasure shall have Bank-cards issued to the board members, committee or other members as deemed appropriate.
2. Members with purchasing authorization shall hold to the same standards as the Treasure outlined in Article VIII, section 4 sentence 4-6.
3. All card holders must keep the Treasurer informed as to expenses incurred within seven (7) days of expense.

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**HUGH ANDERSON SCHOLARSHIP FUND**

The purpose of this fund is to help AFBEA members in their educational efforts by assisting them in attending conferences, workshops or schools. The goal is to provide more educational opportunities for AFBEA members to attend non AFBEA conference.

The following requirements must be met in order to apply for fund monies:

2. Applicant must be an AFBEA member in good standing for a minimum of one (1) year.

4. Applicant must complete the application form.

NOTE: The description of how this activity will affect you and your community will be of utmost importance.

5. Applicant must state how much money is requested and if the applicants department or organization can share the cost.

6. All applications must be to the Scholarship Fund Committee prior to the course dates for committee approval.

NOTE: Application forms are available from any AFBEA Officer or any member of the Scholarship Fund Committee.

7. A report or training session must be given to the membership on the course(s) attended.

**FUND COMMITTEE;**

1. The President will appoint a committee that will be responsible for reviewing all applications.

2. All Members of the Scholarship Fund Committee must be an AFBEA member in good standing.

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**SCHOLARSHIPS**

The purpose of this policy and procedure is to allow educational conference committee's the ability to offer scholarships or waived registrations.

The following requirements must be met in order to apply for a scholarship or waived registration:

3. Each Conference Committee will determine the number of scholarships and/or waived registrations they are willing to grant.
4. Applicant may or may not be an AFBEA member.
5. Applicant must complete the application form.  
  
NOTE: The description of how this activity will affect you and your community will be of utmost importance.
6. Application forms are available from the committee member responsible for registration.
7. Applicant must state how much money is requested and if the applicants department or organization can share the cost.

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**COMMITTEE'S**

The following guidelines will be used in the development of a designated Association committee.

1. The President will appoint a Chairperson for each standing committee. (By-Law, Article IX, Section 3)
2. Each standing committee should have at least one executive board member on it.
3. Chairperson of each standing committee will only serve a maximum of four (4) year term as the chairperson, they may remain on the committee if they so desire and they continue to meet the needs of the committee.
4. Chairpersons of each standing committee will appoint committee members according to the needs of the committee. Interested committee members must submit a letters of intent to the committee Chairperson.
5. Committee members will need to participate in at least two thirds of all committee meetings to be a member in good standing.
6. The chairperson will appoint one person to be responsible for keeping minutes and submitting them to the President and Secretary within seven (7) days of each meeting.
7. The Chairperson or a board member serving on the committee will give a report to the general membership at each Quarterly Meeting.
8. The Chairperson or board member serving on that committee will give a report to the Board of Directors at the Board meetings.
9. Agenda's for each meeting need to be given to all committee member prior to each meeting.
10. Meetings can be conducted in person or electronically or by a conference call.
11. A quorum shall be deemed necessary to conduct business of the committee and shall consist of a simple majority of the members present.