

**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

**RESOLUTION NO. 2018 - 17**

**RESOLUTION AUTHORIZING REIMBURSEMENT OF  
TRAVEL EXPENSES FOR AUTHORIZED OFFICIAL TRAVEL**

**WHEREAS**, N. J. S. A. 40A:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel, and;

**WHEREAS**, up to Two (2) Fund Commissioners of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the ACMJIF, may need to travel to the PRIMA Conference or AGRIP Conference during Fund Year 2018 for the purpose of attending a seminar on public entity risk management and pooling; and;

**WHEREAS**, the Treasurer of the ACMJIF has certified that funds are available from the 2018 expense budget in the amount of \$2,500 per attending commissioner, including seminar registration costs which will be pre-paid by the ACMJIF, and;

**WHEREAS**, the Treasurer of the ACMJIF is authorized to issue payment in the amount of \$25 per conference attendee to Arthur J. Gallagher Risk Management Services, Inc. for payment of Fund Commissioners' meals at the PRIMA and AGRIP Conferences, and;

**WHEREAS**, the authorized Commissioners representing the ACMJIF at either conferences will verify their expenses in accordance with the attached Travel and Expense Reimbursement Policy and Conference Attendance Policy, a copy of which is attached hereto and incorporated herein by reference, with a detailed bill of items or demands, and the certification of affidavit required by N. J. S. A. 40A:5-16 which will be submitted within a reasonable period of time after the completion of the travel for which the advance was made.

**NOW THEREFORE BE IT RESOLVED**, that the Treasurer is hereby authorized to reimburse authorized Fund Commissioners up to \$2,500 in expenses, including seminar registration costs which will be pre-paid by the ACMJIF, for attendance at the PRIMA and AGRIP conferences; and

**BE IT FURTHER RESOLVED** that the Treasurer is hereby instructed to make payment to Arthur J. Gallagher Risk Management Services, Inc. in the amount of \$25 per conference attendee for payment of Commissioners' meals at the PRIMA and AGRIP Conferences

This Resolution was duly adopted by the Atlantic County Municipal Joint  
Insurance Fund at a public meeting held on January 17, 2018

**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

BY: Constance A. Melia

CHAIRMAN

ATTEST: [Signature]

SECRETARY

DATE: 1/17/18

## ***Travel and Expense Reimbursement Policy***

Persons authorized to travel on official business are encouraged to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Excessive and unnecessary travel and other expenses shall not be approved or reimbursed. Travel routes should be planned so that minimum amounts of travel and expense are involved. Participants shall be responsible for making their own travel arrangements. Expenditures for official travel are reimbursable if incurred in accordance with these guidelines.

### ***I. Conference Registration***

Cost of registration for any conference or seminar shall be paid in advance by the Fund.

### ***II. Transportation<sup>1</sup>***

#### ***A. Air Travel***

The Fund shall reimburse participants for the full cost of travel by air (if appropriate). The maximum amount reimbursable for air travel shall be the standard fare for travel commencing the day before the conference begins and end on the day after the conference ends.

#### ***B. Car Travel***

The Fund shall reimburse participants for the actual costs of all tolls and parking expenses. In addition, the Fund shall reimburse members at the prevailing IRS rate of reimbursement per mile for each mile traveled.

### ***III. Lodging<sup>2</sup>***

The Fund shall reimburse participants for the cost of lodging at conference rates. The maximum amounts reimbursable for hotel accommodations shall be conference rates for evenings commencing day before the conference begins and ending the day after the conference ends. Expenses for laundry, valet, entertainment, room service, and other charges of a similar nature are considered personal charges and shall not be reimbursed.

### ***IV. Meals***

The Fund shall reimburse participants for all meals incurred during the course of travel and while attending the conference. Meal reimbursement is subject to a maximum rate per diem. Maximum per diem is \$70.00.

### ***V. Related Expenses***

The Fund shall reimburse participants for necessary incidental expenses incurred during the course of travel. These shall include airport shuttle services to and from airports; shuttle services to and from hotels to airports, portage, and parking expenses (if appropriate). The Fund will reimburse taxi expenses for transportation to and from hotels and airports and for transportation to and from conference events only in cases where shuttle services are unavailable. All other taxi expenses are considered personal charges and shall not be reimbursed.

### ***VI. Reimbursement***

Under normal conditions, persons authorized to travel on official business shall provide themselves with sufficient funds of their own to cover all current expenses. To receive reimbursement for travel related expenses, participants shall submit all receipts and other evidence of allowable expenses to the Fund's Treasurer with a completed voucher. The Treasurer shall approve all expenses in accordance with the Fund's guidelines.

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<sup>1</sup> Maximum expenses for both transportation and hotel lodging expenses shall not exceed the combined total cost of standard airfare and lodging at conference rates.

<sup>2</sup> See 1.

# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

## Administrative Policies & Procedures

Date Adopted: 8/19/2009

**POLICY:** Conference Attendance

**PURPOSE:** To Establish a Protocol for Attendance at Various Training Conferences

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It is the practice of the Atlantic County Municipal Joint Insurance Fund to encourage the further education of its members in Risk Management issues by providing a limited number of Fund Commissioners an opportunity to attend various conferences during a Fund Year. These conferences include those offered by Public Risk Management Association (PRIMA) and the Association of Government Risk Insurance Pools (AGRIP). Each fall, the Finance Committee, in consultation with the Executive Committee, shall prepare the annual Conference budget and set forth the total number of available openings for conference attendance the following year.

Because the Fund affords a limited number of Fund Commissioners an opportunity to attend these conferences, and it is possible that more Commissioners may wish to attend a conference then positions are available, it is important that the Fund have a procedure establishing clear guidelines and preferences for Commissioner Attendance.

### **ANNUAL PRIMA CONFERENCE**

The following procedure shall be followed in determining the Fund Commissioners who attend the **Annual PRIMA Conference**:

1. In January of each year, the Executive Director's office shall notify the members of the Executive Committee, Alternates, and Standing Committee Chairs in writing of the opportunity to attend the Annual PRIMA Conference. Responses to the invitations from the above referenced individuals must be received in writing by the Executive Director's Office no later than February 1<sup>st</sup>.
2. Priority to attend the Conference shall be given to the Fund Chair, Secretary, Executive Committee members, Alternate Executive Committee members and then Committee Chairs in that order, who respond in writing by the February 1<sup>st</sup> deadline. Priority among members of the Executive/Alternate Executive Committee shall be determined based upon their order of seniority as determined by their position on the Executive Committee. Priority among the Committee

Chairs who are not Executive/Alternate Executive Committee members shall be determined based on the date of their response.

3. In the event that positions to attend the Annual PRIMA Conference remain unfilled after invitations have been extended to the Executive Committee, Alternates, and Standing Committee Chairs, the Executive Director's Office, at the February Executive Committee Meeting, shall provide written notification to the general membership of the availability of positions to attend the conference.
4. All responses must be received in writing by the Executive Director's Office no later than March 1<sup>st</sup>. General membership attendees will be determined based upon the date of their response to the February announcement on a first come first served basis.
5. No additional announcements of the availability of positions to attend the PRIMA Conference shall be made after the February Executive Committee meeting.
6. In the event that funded positions for attendance at the PRIMA Conference are unused, additional members may attend one or more of the remaining AGRIP Conferences as long as the total number of attendees for all conferences does not exceed that which is budgeted for the Fund Year.

### **AGRIP CONFERENCE**

The following procedure shall be followed in determining the Fund Commissioners eligible to attend any of the **AGRIP Conferences**.

1. In January of each year, the Executive Director's office shall notify in writing the members and alternate members of the Executive Committee, as well as the Chairs of the Standing Sub Committees, of the AGRIP Conferences scheduled for the Fund Year requesting that each Commissioner notify the Executive Director's office in writing of any of the conferences they would like to attend. If more than one conference is requested, preference must be indicated by the individual.
2. The Executive Director's office shall keep track of the date of, number of, and specific AGRIP conference that the Commissioners wish to attend along with the date they responded.
3. In the event that more Fund Commissioners ask to attend a conference than positions available, priority shall be given in the following order:
  - Fund Chair
  - Fund Secretary
  - Executive Committee members in their order of succession
  - Alternate Executive Committee members in their order of succession

4. Priority among the Committee Chairs who are not Executive/Alternate Executive Committee members shall be determined based on the date of their response. However, further priority shall be given to the above individuals who are not scheduled to attend a conference during the current Fund Year.
4. Due to the AGRIP Conferences being held periodically during the year, the Executive Director's office shall send reminders of upcoming conferences to the members and alternate members of the Executive Committee, as well as the Chairs of the Standing Sub Committees, of upcoming conferences and any available positions to attend these conferences.
5. In the event that funded positions for attendance at the Spring AGRIP Conference are unused, additional members may attend one or more of the remaining AGRIP Conferences as long as the total number of attendees does not exceed that which is budgeted for the Fund Year.

#### **REIMBURSEMENT GUIDELINES**

1. Each attendee at a PRIMA or AGRIP conference shall be eligible to be reimbursed by the Fund as defined in the Fund's *Travel & Reimbursement Policy* adopted by the Fund at its Annual Reorganization meeting.
2. Prior to receiving a final reimbursement from the Fund, attendees at each conference shall provide the membership, at the next Executive Committee meeting following their return, with a synopsis of the seminars they attended. Any written materials that the attendee brings from the conference will be made available to the Executive Director's office for copying and distribution to any Fund Commissioner upon their request.