

CITY OF BATTLE CREEK
POLICE AND FIRE RETIREMENT SYSTEM

EDUCATION AND TRAVEL POLICY

Battle Creek Police and Fire Retirement System Board of Trustees and Administrator shall be authorized to attend an educational training opportunity, conference, workshop or seminar. These should be reasonably related to public retirement system administration and to their official duties as a Trustee or Administrator. Reasonable expenses will be reimbursed by the Board of Trustees from the investment earnings of the assets of the retirement system upon presentation and verification of appropriate expense itemizations.

The Board of Trustees will not approve any expenses in excess of \$2,000 per individual in any fiscal year and not more than \$8,000 for all training per fiscal year. Mileage documentation shall be presented for all requests for reimbursement (MapQuest/Google Maps). All receipts for meal reimbursements must include an itemized receipt (not just a charge summary). When requesting reimbursement for parking fees, tolls, cab fares, etc., a receipt is required.

The Board of Trustees recognizes the Michigan Association of Public Employee Retirement Systems (MAPERS) as providing relevant training and education for trustees. The Board requires each Trustee or Administrator to attend a conference at least once per term or every four years, and recommends that any new Trustee or Administrator attend a conference within the first year of his/her appointment.

Approved Expenses

- *Registration fee
- *Lodging (actual cost)
- *Mileage (IRS approved rate)
- *Meals (actual cost)
- *Parking, tolls, cab fares, etc.

Expenses Not Approved

- *Lost time from employment
- *Alcohol

Attendees will be required to provide a written report on the information received while attending the approved conference or seminar. This report will be presented at the next Board meeting. Any educational opportunity, conference or seminar that provides certificates of attendance, trustee is required to provide copy of same to be placed on file.

All travel and expense records shall be retained for six (6) years.