

**FLORIDA ASSOCIATION OF COUNTIES, INC.
POLICY**

Subject: FAC President's Travel and Expenses

Objective: To establish a policy of authorizing expenditures incurred by the President of FAC.

Travel and miscellaneous expenses will be incurred by the FAC President while conducting FAC business. FAC expects that the President will exercise good judgment as to the cost of such travel and any miscellaneous expenses.

Each year a budget line item for the President's expenses shall be approved by the Board of Directors as part of the Annual FAC budget. Upon budget approval, FAC staff shall provide the President written notice of the appropriation. Travel to and from the following events shall be considered appropriate expenditures, when sufficient funds are available and when attendance has been requested by FAC:

- FAC Annual Conference
- FAC Legislative Conference
- FAC Legislative Day .
- FAC Board of Directors Meetings
- Lobbying Trips to Tallahassee
- NACo Annual Conference
- NACo Legislative Conference
- Lobbying Trips to Washington, D.C.
- League of Cities Meetings
- Editorial Board Tours
- Delegation Hearings
- Grassroots Visits

Approved travel expenses include:

- Air, ground transportation or IRS mileage reimbursement
- Standard hotel room
- Registration fees
- Meals for President

Meal, travel or entertainment expenses incurred on behalf of the spouse, family or guests of the President shall not be paid by FAC.

The President shall endeavor to contain travel costs as much as possible. Should any expenses be incurred which do not fall within this policy, the expense must be presented to the Chairman of the Finance and Audit Committee for consideration. Upon approval, the expense will then be paid. However, total expenditures in excess of

the amount approved in the appropriate budget line item shall require the approval of the Board of Directors of FAC.

Reservation of Authority: The FAC Board of Directors reserves the right to modify, amend or abolish this policy by majority vote at any regular meeting of the Board.

As approved by the Board of Directors, this 13th day of September, 2004.



Commissioner Cliff Thael,
President