

10. The cost of meals and miscellaneous expenses should not exceed the daily amount outlined by the United States General Service Administration (GSA), unless otherwise approved by the President. Breakfast should not exceed 20%, lunch should not exceed 30%, and dinner should not exceed 50% of the total GSA per diem amount. Incidentals are limited to \$10/day. GSA rates are found at www.gsa.gov and are updated annually. Meal reimbursement rates are based on the city/region traveled to.

Meal receipts are required for reimbursement and must show an itemized listing of food and beverages purchased. In addition, please include the name of each person for which the meal was purchased. The Authority does not pay for the purchase of alcoholic beverages.

11. After returning from a conference, meeting, or seminar, the attendee is to complete a travel expense form available from the Authority. The signed expense form, with all air/travel, meal, and lodging receipts attached, is to be submitted to the Authority no later than two weeks after returning from the event. Completed forms are to be signed by the member. For ineligible expenses, if funds from the Authority are used directly, the item is to be designated ineligible on the expense form and either added to any amount due to the Authority or deducted from any amount due the attendee.

Passed and adopted by the PLAN JPA Board of Directors at a regular meeting thereof held on this 30th day of November, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rebecca Mendenhall, PLAN JPA President

ATTEST:

Eric Dahlen, PLAN JPA General Manager