

## FLORIDA ASSOCIATION OF COUNTIES POLICY

**Subject:** Executive Director Travel and Entertainment

**Objective:** To create a level of oversight and establish acceptable standards for the Executive Director's travel and entertainment expenses paid by the Association.

It is accepted that travel and entertainment expenses will be incurred by the Association Executive Director in the conduct of Association business. It is the expectation of the Board of Directors of the Association that good judgement be exercised by the Executive Director as it relates to the necessity, frequency and cost of such travel and entertainment expenses.

- A report shall be prepared quarterly by the Association Controller detailing all travel, entertainment and miscellaneous personal expenses incurred by the Executive Director for the quarter. The report shall contain a description of the nature and purpose of the expense. The report must be signed by both the Executive Director and the Controller and forwarded to the Executive Committee and the Chairman of the Finance and Audit Committee.
- The Executive Director shall at all times endeavor to restrict such travel and entertainment expenses to a prudent and acceptable level.
- Meal, travel or entertainment expenses incurred on behalf of the spouse or family of the Executive Director shall not be paid by the Association.

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

As approved by the Board of Directors  
this 11th day of April, 1996.

  
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John P. Hart, President