

MIDWEST RELIABILITY ORGANIZATION

Policy and Procedure 2: Expense Reimbursement

Objective

The objective of this policy and procedure is to ensure that board and organizational group members' expenses are reimbursed consistently and accurately.

Policy

Pursuant to Section 7.5 of the Midwest Reliability Organization (MRO) Bylaws, MRO board members have the right to reimbursement for actual reasonable travel expenses for board meetings or when required to attend meetings on behalf of the corporation.

Additionally, members appointed as NERC representatives or alternates attending NERC organizational group meetings and members of board-approved organizational groups (other than committees of the whole), are also eligible for reimbursement by the corporation for reasonable travel, meals, and lodging expenses for NERC or MRO organization group meetings or for representation of the corporation at any other business meetings as authorized by the board.

The board of directors may authorize reimbursement for persons acting on behalf of the corporation, as necessary in the interests of the corporation.

Responsibilities

Each board member or authorized organizational group member is responsible for submitting documentation of actual reasonable travel expenses to the designated MRO staff member. Member reimbursement requests should be submitted within 90 days of attending a MRO meeting or NERC meeting as a MRO representative, but no later than 60 days after year-end.

The corporation shall reimburse board members or authorized organizational group members within 30 days of receiving the reimbursement request and proper documentation.

Provisions

The board members or authorized organizational group members shall utilize the expense report form provided by MRO to document a request for reimbursement or a detailed expense report from his or her organization with accompanying receipts. Requests for reimbursement must provide enough detail to determine the nature and type of reimbursable expense and receipts should be attached. Please refer to Appendix 2-1 for the appropriate form to request reimbursement.



**MIDWEST
RELIABILITY
ORGANIZATION**

380 St. Peter Street, Ste. 800, Saint Paul, MN 55102

MidwestReliability.org

P.651.855.1760 F.651.855.1712

Member reimbursement requests should be **submitted within 90 days** of attending a MRO Meeting or NERC meeting as a MRO representative, **but no later than 60 days after year end.**

Board or Committee Member Reimbursement Request			
Meeting Description:			
Date:			
Location of Meeting:			
Meeting Summary: <small>(Please provide a brief summary of the meeting or event)</small>			
Attendee Information			
Name:			
Member Organization:			
Telephone Number:			
E-mail Address:			
Fax Number:			
Member Signature:			
Cost Breakdown			
Airfare/Mileage:	\$		(mileage at IRS approved rate)
Travel:	\$		(taxi fares, subway fares, etc.)
Lodging:	\$		(room costs + tax only)
Meals:	\$		(includes gratuities)
Other:	\$		(internet charges, airport parking, etc.)
Total:	\$		
Send Check To:			

Please complete and return this request, along with receipts¹ to: ap@mro.net or

Midwest Reliability Organization
Attn: Accounts Payable
380 St. Peter Street, Suite 800
St. Paul, MN 55102
Fax: (651) 855-1712

¹ A detailed expense report from your organization with receipt copies is acceptable documentation for reimbursement. Lack of proper documentation will result in a delay of your reimbursement. Canadian exchange rates will be based on the exchange rate reported by the Federal Reserve Bank (<http://www.x-rates.com/cgi-bin/hlookup.cgi>) for the date that the expense occurred.
<mailto:ap@mro.net>