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## Policy and Procedure 2: Expense Reimbursement

### 1. Objective

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

### 2. 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 out of pocket expenses to board meetings, NERC meetings, or when specifically selected to represent MRO at a business meeting.

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

Advisory council members are eligible for reimbursement by MRO for reasonable travel, meals, and lodging expenses associated with attending a conference sponsored by their advisory council.

Individuals being recognized by the Organizational Group Oversight Committee for their service or for a specific award are eligible for reimbursement by MRO for reasonable travel, meals, and lodging expenses associated with attending the meeting where they will be recognized.

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

### 3. 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.

MRO shall reimburse board members or authorized organizational group members within 30 days of receiving the reimbursement request and proper documentation. With the exception of independent directors of the board, reimbursements to all board, committee, and/or organizational group members shall be paid directly to the company represented, and the member in turn requests reimbursement from his/her employer.

### 4. 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



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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.



Requests from MRO Members for reimbursement must be submitted **within 90 days** of attending an MRO meeting, or a NERC meeting as an MRO representative, and **no later than 60 days after year-end** for December meetings.

MRO Expense Reimbursement Request			
Meeting Description:			
Date:			
Location of Meeting:			
Meeting Summary: <i>(Please provide a brief summary of the meeting or event)</i>			
<b>Attendee Information</b>			
Name:			
Member Organization:			
Telephone Number:			
E-mail Address:			
Fax Number:			
Member Signature:			
<b>Cost Breakdown</b>			
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.)
<b>Total:</b>	\$		
<b>Send Check To:</b>			

Please complete and return this request, along with receipts<sup>1</sup> to: [ap@mro.net](mailto:ap@mro.net) or fax to **651-855-1712**.

<sup>1</sup> 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:accountspayable@mro.net>