

**Morongo Basin Conservation Association
Travel Assistance for Non-Directors Policy**

The Morongo Basin Conservation Association may grant per diems to individuals, for attendance at meetings, conferences, events or conventions relevant to MBCA's mission. Board nominated and approved participants traveling more than 50 miles to the event are eligible for a per diem amount to cover some of the costs incurred with travel associated with their attendance.

The maximum amount available to each participant is \$300 per event / conference. The amount payable will be calculated according to the following policy:

MBCA will provide authorized recipients a per diem, as set by IRS in Publication 1542 using current rate for the Palm Springs area or the actual location of the conference, if defined by IRS Pub 1542.

<https://www.gsa.gov/travel-resources>

Travel assistance is available each day of travel and of the event, not to exceed the current Publication 1542 rates.

In certain instances, lodging expenses or additional travel expenses may be approved by the MBCA BOD. Lodging and travel expenses must be documented by a receipt indicating full payment or be paid by an MBCA Director. Lodging rates should not exceed current IRS Per Diems for the Palm Springs area. Travel expenses will not exceed actual cost of airfare; bus or train tickets.

Approved Per Diems will be authorized for the day/night of conference or meeting and the night before. Additional days or nights will not be covered.

Authorized MBCA representatives should complete the information below, to apply for Travel Assistance:

Event/Meeting/Conference	
Dates:	
Traveling from:	Traveling to: Estimated mileage(RT)
Amount Requested:	
Name: <i>To be printed on check</i>	
Email Address:	
Mailing Address: <i>To mail the check</i>	
Phone Number:	
Total Requested:	

Allow a minimum of 5 weeks for approval of award and issuance of check. Any exceptions to the processing timeline must be approved by the Treasurer.

Adopted July 12, 2018