

ARKANSAS FIRE AND POLICE PENSION REVIEW BOARD

PRB BOARD RULE #8

Adopted: May 30, 1985

Amended: December 5, 2007

EXPENSES FOR BOARD MEMBERS

~~Voting~~ Pension Review Board members and staff shall be reimbursed for any necessary expenses incurred for performing duly authorized Review Board business. Expense reimbursement shall be made on an agency-approved Travel Reimbursement form and in accordance with state travel limits. Receipts for hotel, meals (alcoholic beverages are excluded for reimbursement purposes), and commercial transportation expenses must accompany the reimbursement form.

~~Reimbursement claims shall be made on a LOPFI/PRB Travel Reimbursement Form.~~

~~Reimbursement for the use of a privately owned vehicle used in connection with PRB business shall be computed on the basis of what the Department of Finance and Administration allows per mile, or whatever the prevailing rate is currently being paid to State government employees. Mileage reimbursement for the use of privately owned vehicles shall be computed based on figures supplied on Arkansas road maps as published by the Arkansas Highway Department. Reimbursement for local intra-city or vicinity mileage shall be recorded separately from highway mileage.~~

~~When voting members of the Pension Review Board and PRB staff members travel within state borders on one-day trips, they may be reimbursed in an amount not to exceed twenty-five dollars (\$25.00) per day.~~

~~When voting PRB Members or PRB staff must stay over night, reimbursement for lodging and meals shall be forty-five dollars (\$45.00) per day within the state, or at its borders; fifty-five dollars (\$55.00) per day outside the state; and any applicable sales tax. Hotel and lodging receipts must accompany the Travel Reimbursement Request Form.~~

~~When commercial transportation is used for travel to a destination, receipts must be turned into the PRB office, if expenses are covered under the PRB.~~

In addition, when Pension Review Board members perform any proper business of the board, they may receive, per day, a stipend not to exceed the amount listed in A.C.A. 25-16-903, as amended.

~~When the Review Board and staff members travel on authorized business, and the expenses are in excess of those specified in the policy, prior written authorization must be obtained from the Executive Director.~~

Certified By: _____
Cathryn E. Hinshaw, Executive Director
David B. Clark