

# MISSISSIPPI LOTTERY CORPORATION

## BOARD MEMBERS

### TRAVEL & EXPENSE POLICY

#### **POLICY**

Travel and expense reimbursements are available to Board Members for travel related to the MLC's Board and Executive Committee meetings or for other MLC business as approved as set forth herein.

Specific procedures are summarized below:

#### **Transportation expenses:**

Actual cost of "coach," "economy," or equivalent non-refundable base fare that guarantees a seat for air or rail travel will be reimbursed for MLC related business travel. When booking transportation, Internet, advance purchase, and similar fares should be used where practical. For business travel greater than seven hours elapsed time, the next class above "coach," "economy," or equivalent nonrefundable base fare will be reimbursed.

Standard reimbursable ground transportation includes, taxi/uber, personal car, or rental car, Limousine/hired car travel may be appropriate in limited circumstances given safety, timeliness, and overall expense considerations.

Parking and toll expenses will be reimbursed when utilizing a rental or personal vehicle. Prior approval is required when the use of a personal vehicle exceeds the cost of air travel. Prior approval requests should include documentation of the cost of advance purchased airfare. In those events, the board member will be reimbursed at the lesser of the current IRS standard mileage rate and the documented advance purchased airfare.

Use of personal automobile will be reimbursed at current IRS standard mileage rate.

#### **Meals:**

Breakfast, lunch, and dinner not provided as a part of the meeting is reimbursable during business travel. Maximum meal reimbursement per day is \$75.00. Receipts must be provided.

#### **Lodging:**

Lodging at or near the meeting location is required to accommodate start and finish times.

Standard room expense or meeting room block rate will be reimbursed. If a room block provided for the meeting has been exhausted, lodging with similar accommodations within a comparable price range will be reimbursed.

Internet expense will be reimbursed.

Business support services (copies, fax, etc.) for MLC related items will be reimbursed.

Incidentals such as fitness center, minibar, and recreation will not be reimbursed.

**Approvals:**

The Chairman of the Board will approve all expense submissions except for his own which will be approved by the Vice Chairman of the Board.

Any category of expenses not expressly described above should be pre-approved by the Chairman of the Board, or in the case of the Chairman's expense, approved by the Vice Chairman.

**PROCEDURES**

A travel expense report form must be completed, with receipts attached, for all travel reimbursements requested for business-related expenses. Travel expense reports should be submitted to the Chairman of the Board for approval as quickly as practicable, but no later than 45 days after travel. Each expense must include the date and place on which the expense was incurred; description of the expense; and cost of each expense. Description of expenses should be thorough and include both the business purpose and business relationship explaining why the expense was incurred.

For Airline ticket purchases: A receipt confirming the purchase and cost of the flight must be submitted with the travel expense form.

For lodging: A copy of the hotel bill showing itemized charges must be submitted with the travel expense form.

For business related meals: The business purpose must include the reason for the expense and benefit gained or expected to be gained or the nature of the business discussion or activity. (Business purposes such as "improve relationship with [other organization]" or "out of town meal" are sufficient.) The business relationship must include the names of individuals attending the meal and their title or position.

Reimbursement requests may be submitted electronically.

The MLC will provide reimbursement via check to the individual after receipt of the required approval.