

## PURPOSE

To provide standards regarding reimbursement of OAMR related expenses and to provide the OAMR Treasurer guidelines for payment of said expenses.

## APPLICABILITY

- 1.1 This policy applies to all OAMR members and authorized individuals conducting OAMR business.
- 1.2 This policy repeals and replaces Policy No. 2025-01 known as the Finance Policy.
- 1.3 Approved this 16<sup>th</sup> day of April 2026.

## POLICY

### 1. TRAVEL

#### 1.1. IIMC Annual Conference

OAMR will pay the costs for the President and Vice President or other designee (“delegate”) to attend the IIMC Annual Conference. Paid expenses shall include the following:

- 1.1.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate, provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.1.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.1.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.1.4. **For the President only**, full registration for the conference. The delegate is personally responsible for registration costs to attend IIMC Certification Academies or any other additional classes/events not included in registration.
- 1.1.5. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.1.6. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.1.7. IIMC auction item(s), not to exceed \$50 in value, if unable to obtain through donations.

## **1.2. Annual Conferences of Other Associations**

OAMR will pay for the President or designee to attend the following:

- Alaska Association of Municipal Clerks Annual Conference
- City Clerks Association of California Annual Conference
- Washington Municipal Clerks Association Annual Conference

Registration and conference events are normally paid by the hosting Conference State. The President shall be personally responsible for the registration and lodging costs associated with attending an IIMC Certification Academy offered at any State Conference. Paid expenses shall include the following:

- 1.2.1. Coach class air transportation (other common carrier or vehicle may be used and paid at the Federal mileage rate provided the paid expense shall not exceed that of available airfare, baggage costs of checking up to two (2) bags, etc.).
- 1.2.2. Necessary ground transportation to and from the airport of origin and from the airport of destination to the place of lodging and return thereto, to include personal mileage at the Federal mileage rate, parking fees, baggage costs of checking up to two (2) bags, and shuttle costs.
- 1.2.3. Hotel accommodations, not to exceed single room rates, at the conference site beginning on the evening prior to the start of the conference activities and ending on the morning following the annual banquet. Lodging in advance of the conference to attend IIMC Certification Academies or other personal events is to be paid by the delegate.
- 1.2.4. All regular meals which are not part of the scheduled conference activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.
- 1.2.5. One economy class car rental if no other more economical and practical ground transportation is available. The difference in cost to upgrade is borne by the delegate.
- 1.2.6. Gifts, not to exceed \$100 in value, for the outgoing President of each State Association. OAMR will not pay for or reimburse for alcohol-related gifts.
- 1.2.7. Auction item(s), not to exceed \$50 in total value, for auctions held at other associations' conferences.

## **1.3. Affiliate Meetings/Presentations**

OAMR will pay for the President or designee to attend the following:

- OAMR Regional meetings
- League of Oregon Cities Board meetings

Paid expenses shall include the following:

- 1.3.1. If the meeting/presentation is more than 50 miles from the President's or designee's office, one (1) night lodging not to exceed single room rates. Lodging in advance of or after the meeting or conference for personal events is to be paid by the delegate.
- 1.3.2. All regular meals, which are not part of the scheduled activities. The delegate will be fiscally responsible to the organization and use sound judgment when using OAMR funds or requesting reimbursement. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

## **1.4. OAMR Board Meetings**

- 1.4.1. OAMR will not pay travel, lodging, or meal expenses for members of the Board to attend regularly scheduled OAMR Board meetings.

## **1.5. Region IX Director Travel Expenses**

- 1.5.1. Per the IIMC Region IX Director Agreement, OAMR shall annually contribute the amount agreed upon per member into an assessment pool for travel costs for the Region IX Directors to attend Region IX state conferences. Registration and conference events are normally paid by the hosting Conference State.

1.5.2. If an IIMC Region Director is from Oregon, OAMR will pay for travel and lodging to the IIMC Conference if they have no other funding available.

#### **1.6. Committee Travel Expenses**

Travel for the performance of duties associated with service on a committee is usually not paid for by OAMR.

## **2. OAMR ANNUAL CONFERENCE EXPENSES**

### **2.1. Conference Registration**

#### **2.1.1. Complimentary Conference and Annual Academy Registration**

Complimentary registration and annual academy registration (including meals offered at the conference) will be offered to the:

- OAMR President
- Two Region IX Directors
- Northwest Clerks Institute (NCI) Director (A complimentary registration for the Mid-Year will also be provided to the NCI Director)
- IIMC President or designee

#### **2.1.2. Complimentary Conference Registrations**

Complimentary registration for the annual conference (including meals offered at the conference) will be offered to the:

- OAMR Vice President
- OAMR Treasurer
- OAMR Secretary
- OAMR Immediate Past President
- President or designee of the Alaska Association of Municipal Clerks
- President or designee of the City Clerks Association of California
- President or designee of the Washington Municipal Clerks Association
- President's Award of Distinction recipient from the previous year's conference
- Recorder of the Year recipient from the previous year's conference
- Breaking Barriers Award recipient from the previous year's conference

### **2.2. Lodging Accommodations**

OAMR will provide the following:

- 2.2.1. Lodging accommodations at the conference, including the period of the annual academy session, for the OAMR President.
- 2.2.2. Up to four (4) nights lodging for an OAMR member serving as a Region IX Director of IIMC.
- 2.2.3. Up to four (4) nights lodging for the NCI Director.
- 2.2.4. Up to four (4) nights lodging for the IIMC President or designee.
- 2.2.5. Up to four (4) nights lodging for the Host Recorder (as designated by host region).

### **2.3. Travel**

- 2.3.1. OAMR will provide travel to and from the nearest airport to the conference site for the IIMC President or designee.
- 2.3.2. OAMR will provide travel expenses to the OAMR President to the annual conference.

### **2.4. Gifts**

- 2.4.1. The President-Elect is responsible for purchasing a gift, not to exceed \$100 in value, for the following individuals:
  - President or designee of the Alaska Association of Municipal Clerks
  - President or designee of the City Clerks Association of California
  - President or designee of the Washington Municipal Clerks Association
  - Two Region IX Directors

- Northwest Clerks Institute (NCI) Director
- IIMC President or designee

2.4.2. The Vice President is responsible for purchasing the following gifts:

- For the Immediate Past President, in an amount not to exceed \$100.00 to present at the annual banquet, along with the President's Plaque.
- For the Host Recorder and the person giving the Oaths of Office, in an amount not to exceed \$50 each, to be presented at the annual banquet.

## 2.5. Speakers

- 2.5.1. The Education Committee will contract with speakers for the annual conference within the allocated budget (approved by the membership at the previous annual meeting).
- 2.5.2. OAMR will provide the meal closest to the time the speaker makes their presentation for both paid and unpaid speakers.
- 2.5.3. OAMR will provide a gift or honorarium to unpaid speakers not to exceed \$50.00. The Conference Committee is responsible for purchasing and distributing the gifts.
- 2.5.4. Travel is not normally reimbursed; however, vehicle mileage may be reimbursed at the Federal mileage rate, at the discretion of the Conference Committee and if budgeted funds are available.

## 2.6. VIP Dinner

OAMR shall pay for a dinner for the OAMR Board, Region IX Directors, State Presidents or their designee, NW Clerks Institute Director, and IIMC President, or their designee, during the annual conference. No charges for alcoholic beverages will be allowed.

## 2.7. Vendors

- 2.7.1. OAMR will provide one (1) complimentary vendor booth for IIMC.
- 2.7.2. Each vendor will receive two (2) tickets to attend the Vendor event.

# 3. MISCELLANEOUS EXPENSES

## 3.1 Condolences:

- 3.1.1. At the discretion of the OAMR President, flowers/plants, not to exceed \$85.00, will be sent on behalf of OAMR upon the death of:
- A past president, or
  - Any member or their immediate family member.
- 3.1.2. Flowers/plant not to exceed \$85 along with a certificate of appreciation will be sent for the retirement of an active OAMR member.

## 3.2. Committee Chair Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR Committee Chairs in the performance of their duties.

## 3.3. OAMR Region Director Expenses:

The annual budget shall provide an allocation for expenses incurred by OAMR region directors to facilitate a region meeting. Each region is allotted \$50.00 annually.

## 3.4. Conference Committee Chair Expenses – Future Conference Site Tours:

The annual budget shall provide an allocation for expenses incurred by the Conference Committee Chair or their designee, for future conference site tours. Paid expenses shall include the following:

- 3.4.1. Transportation to and from the conference sites. Mileage shall be reimbursed at the Federal mileage rate.
- 3.4.2. Lodging if not provided by facility.
- 3.4.3. Meals. Itemized receipts must be provided for all meal reimbursements. Alcoholic beverages will not be reimbursed by OAMR.

## 4. REFUNDS

- 4.1. Deadlines for canceling Annual Conference or IIMC Certification Academy attendance shall be clearly stated on the registration form, in accordance with the terms of the contract with the hotel/conference center.
- 4.2. If registrant must cancel Annual Conference or IIMC Certification Academy attendance, the registration fee can be used or transferred to another person from that entity. Any additional costs incurred by OAMR as a result of this transfer shall be paid by the registrant.
- 4.3. To receive a refund, the registrant must submit a written request to the OAMR Treasurer to cancel Annual Conference or IIMC Certification Academy attendance prior to the deadline stated on the registration form. E-mail and fax requests are acceptable forms of written communication.
- 4.4. No refunds will be given after the deadline stated on the registration form with the exception of the death of a spouse, child or parent. The refund for these exceptions is the registration fee, less the cost of meals.
- 4.5. No refunds will be given to attendees for conference meals that are not eaten. The meals are an integral part of the cost of the conference and are not subject to refund or reimbursement.

## 5. BUDGET POLICIES

When the Vice President is preparing the budget for the upcoming year, the following policies adopted by the OAMR Board shall be included:

### 5.1. Future Conference Site Deposits

An amount shall be included for a deposit for a future conference site if needed. The Vice President will determine the amount needed.

### 5.2. Scholarships

Appropriate funds for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II, or III, Northwest Clerks Institute Master Academy, and IIMC Annual Conference

### 5.3. Contingency Safety Net

Appropriate \$15,000 annually in Contingency as a safety net.

### 5.4. IIMC Foundation Unrestricted Donation

Appropriate \$600 annually for a cash donation to the IIMC Education Foundation.

### 5.5. IIMC Region IX Director Agreement

Appropriate funds for the Region IX Director pool as per the agreement (the amount agreed upon per member).

### 5.6. IIMC Region IX Director from Oregon

In addition to the funds appropriated for the Region IX Director Agreement, appropriate funds to send the Region IX Director from Oregon to the IIMC Conference and cover expenses not covered by the Region IX Director Assessment pool.

### 5.7. Outgoing Region IX Director Gift

Appropriate \$100 toward a gift for an outgoing Region IX Director.

### 5.8. NCI Director Agreement

Appropriate funds necessary to cover the costs as outlined in the NCI Director Agreement.

### 5.9. Washington State University Agreement

Appropriate funds necessary to cover the cost of a possible deficit for the PD classes.

### 5.10. Dues

A member joining OAMR and paying the annual dues between November 1 and December 31 will be considered paid through the following calendar year.

### 5.11. Anti-Fraud Statement

Misuse or abuse of OAMR funds, including falsification of receipts, personal charges, or non-compliance with this policy, may result in disciplinary action, up to and including termination of membership or referral to law enforcement.

## **6. OAMR SCHOLARSHIP FUNDING POLICIES**

- 6.1.** The number of scholarships to be offered in any given year is left to the discretion of the President. During the preparation of the next year's budget, scholarships for the OAMR Annual Conference, IIMC Certification Academies, Northwest Clerks Institute Professional Development Sessions I, II and III, Northwest Clerks Institute Master Academy and IIMC Annual Conference shall be included. The proposed budget is reviewed by the OAMR Board and subsequently presented to the general membership at the Annual Business Meeting for adoption.
- 6.2.** Should the Board decide to offer more scholarships than budgeted, the Board shall make the difference up from Contingency.
- 6.3.** Scholarships are for registration costs only, unless the applicant is a first-time attendee for the OAMR Annual Conference or the Northwest Clerks Institute (excluding the Master Academy). First-time attendees are eligible for a scholarship to cover the registration fee and lodging (up to \$400 for annual conference) at a designated location. The applicant must indicate whether they are requesting the registration fee only or registration fee and lodging.
- 6.4.** Scholarships are non-transferable by the recipient.
- 6.5.** Specific criteria, as approved by the Board, shall be used to consider scholarship applications.
- 6.6.** IIMC Scholarships are reimbursable after the conference with the submittal of itemized receipts attached to the OAMR Expense Reimbursement Form, proof of attendance and the required Scholarship Report.

## **7. GENERAL PROVISIONS**

- 7.1.** All reimbursed expenses are incurred for official OAMR business only. The delegate must attach all itemized receipts for reimbursement on the OAMR Expense Reimbursement Form and submit to the Treasurer within sixty (60) working days of purchase or travel. Scanned copies emailed to the Treasurer are acceptable.
- 7.2.** All excess payments or travel advances must be returned in a reasonable timeframe.
- 7.3.** Vehicle travel reimbursement shall be at the Federal mileage rate.
- 7.4.** Detailed receipts must be provided for all meal reimbursements. Gratuities will be included in the reimbursement.
- 7.5.** The Treasurer may request review by the President, Board or Audit Committee for reimbursement requests prior to issuing the reimbursement.
- 7.6.** Financial policy exceptions or approval for expenses in excess of the adopted budget may be made by the Board on a case-by-case basis to meet OAMR business needs.

## **8. CREDIT CARDS**

### **8.1 Distribution**

OAMR credit cards shall be issued in the names of the current President, Vice President, Treasurer, and Immediate Past President and shall remain in their possession during their tenure as an officer. Each cardholder shall sign a statement that they have read, understand and will adhere to the expense policies of OAMR.

### **8.2 Authorized Purchases**

OAMR credit cards are to be used for:

- Travel expenses as outlined in this policy. For vehicle travel reimbursement, see section 7.3.
- Conference-related expenditures approved by the Vice President and Treasurer. When in doubt, the cardholder should not use the OAMR Credit card and instead request reimbursement from OAMR.

### **8.3 Submittal of Receipts**

Both credit card and itemized receipts for each charge to the credit card, with the purpose of the expense clearly indicated, must be submitted to the Treasurer within ten (10) working days of the purchase or return from travel (scanned copies, emailed to the Treasurer, are acceptable). Further backup documentation must be submitted for travel charges; the agenda or registration form for the conference the cardholder attended showing conference dates, meals provided and events. The Treasurer should have the receipts before the credit card billing is due and payable.

### **8.4 Payment of Credit Card Bills**

The Treasurer shall pay the credit card bills on time, but only with all necessary receipts and backup documentation. If the cardholder has not submitted all necessary receipts and backup documentation and the bill cannot be paid on time, the cardholder will be responsible for reimbursing OAMR for all late fees and finance charges incurred. If the cardholder is unable to produce a receipt for any charge to the credit card, the cardholder will be responsible for reimbursing OAMR the full amount of that charge within 30 days of being notified by the Treasurer.

### **8.5 Statements**

The Treasurer will distribute copies of each statement to all OAMR credit cardholders within 5 days of receipt of the statement.

### **8.6 Unauthorized or Accidental Charges**

Any unauthorized or accidental purchase or charge shall be billed to the cardholder incurring said purchase or charge.

### **8.7 Lost Receipts**

Every effort will be made to obtain a duplicate receipt. In the event a receipt cannot be produced, the member shall submit an Affidavit of Lost Receipt to the Treasurer. The Board shall approve or deny the reimbursement.

### **8.8 Cash Advances**

Cash advances are prohibited.

### **8.9 Chain of Command**

The Treasurer shall notify the President and Audit Committee Chair to determine a course of action for recovering the funds if a cardholder has not:

- submitted receipts or backup documentation;
- reimbursed OAMR for late fees and finance charges; or
- reimbursed OAMR for any unauthorized or accidental charges.

In the event that the President or Treasurer is the cardholder who hasn't followed the above policies, the Vice-President shall be notified instead. The Board shall be notified of the course of action, once it has been determined.