

Texas Emergency Services Retirement System



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Board Travel Policy Adopted May 18, 2017

I. Purpose

This document establishes policies guiding the payment of travel and related expenses incurred by the Board during the conduct of the Texas Emergency Services Retirement System (TESRS) business.

II. Statement of Policy

- A. The Board has a fiduciary responsibility to administer the retirement system in the best interests of members and beneficiaries.
1. In order to fulfill their fiduciary responsibilities, there is a need for Board Members to attend business meetings, professional and educational conferences, seminars, and other events that are required to conduct the business of TESRS, or that will better prepare them to perform their fiduciary duties.
 2. Attendance at these events serves the interests of TESRS and its members and beneficiaries.
- B. Board Members are expected to exercise prudent business and personal judgment regarding expenses covered by this policy.

III. Procedures

- A. The Board authorizes the Executive Director to pay for travel-related expenses incurred by Board Members in the fulfillment of their obligations as fiduciaries. This includes the attendance at:
1. Board and Committee meetings;
 2. Legislative meetings or hearings;
 3. Educational and other professional development events; and
 4. Due-diligence site visits.
- B. The Executive Director is authorized to book travel arrangements, including hotel and flight reservations, on the behalf of Board Members using any procurement method that provides the best value to the retirement system. In the event the Executive Director is unable to book travel arrangements, Board Members should use a procurement method that provides the best value to the retirement system.
- C. The Executive Director shall pay for all Board Member related travel expenses from non-appropriated funds.
- D. Board Members shall complete and submit a claim of expenses to the Executive Director within thirty (30) days of returning from travel. Board Members submitting expenses that are not in compliance with this policy risk delay in payment, partial reimbursement, or forfeited reimbursement. Board Members are responsible for obtaining and submitting receipts supporting expenses to the Executive Director.
- E. On a case-by-case basis, the Board may authorize the Executive Director to pay for travel-related expenses for staff members in their support of the due diligence incurred by TESRS on behalf of the Board.