



PGA

Kentucky Section

GOVERNANCE POLICIES

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PREAMBLE

The Kentucky PGA Board of Directors has engaged in this process to clarify its governance roles and improve the efficiency and effectiveness of The Section. If ever there is a conflict between The Section's bylaws and its governance policies, the bylaws will take precedence. Likewise, if there ever is a conflict between The Section's articles of incorporation and its bylaws, the articles of incorporation take precedence. Finally, as these policies were developed and adopted by the Board of Directors, the Board of Directors can change them at any time.

Policy: BOARD AND COMMITTEE REIMBURSEMENT POLICY

Policy Type: Board Operating

Adoption: October 17, 2012 by Board of Directors

Modified: N/A

Board and Committee members shall be reimbursed for approved travel expenses related to KPGA business meetings in accordance with the following policies.

Accordingly,

1. The Kentucky PGA shall reimburse mileage to Board and Committee members at the same rate the PGA of America uses for its leadership. Current rate is 55.5 cents
2. The Kentucky PGA shall reimburse Board Members the cost of a hotel when business requires arrival before 8:00 a.m. or departure after 5:00 p.m. The rate including, room and taxes shall not exceed \$125 per night.
3. The Kentucky PGA shall reimburse Board Members for meals while traveling on behalf of The Section for approved business/committee meetings. The maximum allowance for meals are breakfast - \$15, lunch - \$15, dinner \$40 per person. These figures are inclusive encompassing cocktails, wine, service charges, tax, gratuities, etc. No stand-alone bar bills shall be reimbursed.

Policy: PGA NATIONAL MEETING ATTENDANCE

Policy Type: Board Operating

Adoption: March 15, 2009 by Board of Directors

Modified: October 17, 2012

In order to develop future officers, the Board believes attendance at the PGA Annual Meeting is important and all Board Members whether a delegate or not should have the opportunity to attend and have their expenses paid for by The Section.

Accordingly,

1. The following individuals shall be invited to attend the PGA Annual Meeting: Officers, all members of the Board of Directors, and the Executive Director. The wives of the two Delegates, first Alternate, and the Executive Director shall be included.
2. The Kentucky PGA shall pay for air, room, golf, and food for the above invitees. The Section will only cover alcohol at meals.
3. The days covered by the Kentucky PGA shall be the official dates of the meeting plus one extra day.
4. The Kentucky PGA shall follow The PGA of America's policy regarding expenses per The PGA Annual Meeting published policy for the meeting.

Policy: TRAVEL RESERVATION GUIDELINES

Policy Type: Board Operating

Adoption: October 17, 2012 by Board of Directors

Modified: N/A

1. **Air** – Board Members shall book their own airfare. Airfare must be booked at least 14 days in advance of departure and itinerary shall be forwarded to the Executive Director.
2. **Hotels** – The Executive Director or designee shall arrange Hotels unless other arrangements are arranged with the Executive Director at least 30 days in advance.
3. **Ground Transportation** – Unless communicated by the Executive Director, Board Members should arrange ground transportation per the published meeting policy.
4. **Golf Outings** – The Executive Director with recommendations from the KPGA President shall schedule Approved golf outings. The Kentucky PGA shall cover golf and food, but not alcohol for such approved golf outings

Policy: SUBMISSION OF EXPENSE REPORTS

Policy Type: Board Operating

Adoption: October 17, 2012 by Board of Directors

Modified: N/A

1. **Expense Report Form** - All qualified expenses are required to be documented on the official expense report.
2. **Submission of Expense Reports** - Expense reports are due to the Executive Director or designee within 10 days of the business meeting/trip, and should be **submitted via email**. Expenses older than 20 days will not be reimbursed unless there are extenuating circumstances documented in a memo attached to the expense report.

Each business trip should be documented and submitted on a separate expense report and should include all expenses related to the trip (e.g., airfare, ground transportation, meals, etc.).

Documentation – All qualified expenses (except mileage) require a receipt. Receipts can be faxed or emailed, except those listed below that require the original. Original receipts that are photocopied, torn, or otherwise altered will not be accepted. Except for situations when no other form of documentation is available (e.g., rental cars), the cardholder copy of a credit card receipt is unacceptable. Tabs (chits) from the bottom of restaurant order pads will not be accepted.

Expenses of \$25 and more must be documented by an original invoice/receipt, which must be mailed with a copy of the expense report.

An original underlying hotel bill, car rental bill, airline passenger receipt, original invoice or other receipt must be submitted in order to obtain reimbursement.