

ATTENDANCE AND TRAVEL POLICY

The Trustees in order to establish a uniform policy relating to attendance and reimbursement for travel for meetings, seminars, and conferences for Trust purposes adopt the following rules:

1. Each Trustee may attend such meetings, seminars and conferences as are required for their duties as a Trustee.
2. Travel for attendance at meetings, seminars and conferences shall be at the rate per mile allowed by the IRS and if air travel is required, at the coach airfare rate. The rental of vehicles at an away destination and the use of taxis and other ground transportation is authorized if deemed necessary by a Trustee. The authorization is for a normal or usual vehicle only. Reimbursement shall be for actual costs.
3. Trustees shall be reimbursed for actual cost of food and lodging limited to \$ 30 per day food and \$ 75 per day lodging. If circumstances are such that it is not possible to remain within those rates the Board of Trustees may review those standards and if appropriate and reasonable waive the limitations.

Adopted this 16th day of December, 1985.

Jeffrey S. Lader
Chairman

John M. Mcmill
Secretary