



Memorandum # 22/2003

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Retirement Board Travel Regulations

DATE: July 9, 2003

The Commission's Retirement Board Travel Regulations, 840 CMR 2.00 et seq., became effective on June 6, 2003. A copy is enclosed for your use. These regulations are the result of a great deal of work by a number of interested parties and the Commission appreciates the board's efforts in this important endeavor.

Any retirement board supplemental regulation on board travel which was approved by the Commission prior to June 6, 2003 is deemed to be consistent with these regulation. These regulations differ slightly from the Commission's Board Travel Guidelines in PERAC Memo #15/2002. The differences from the Travel Guidelines are: (1) boards may not pay or reimburse board members or staff for any personal telephone calls and (2) boards may not pay or reimburse board members or staff for any for meal expenses for non-board members or staff, including meal expenses for participants in meetings that are for business purposes.

Retirement Boards which do not have approved supplemental regulations on board travel must still make a number of determinations concerning board travel. The determinations, to be made through supplemental regulations, include:

- Travel routing criterion;
- Authorization for and rules on rental car usage;
- Allowable rate of reimbursement for use of a personal vehicle;
- Maximum daily reimbursement for meals and authorization for excess reimbursement for high-cost locations; and,
- Authorization for board credit card issuance

Boards, which have not received approved supplemental regulations, should also develop Travel Authorization and Reimbursement forms. We trust the foregoing is of assistance. If you have further questions or concerns, please contact this office.