

POLICY AND PROCEDURES FOR REIMBURSEMENT OF COVERED MEMBERS

*The State of Delaware Deferred Compensation Plans
Under IRC §§ 457(b), 403(b) and 401(a)*

*The State of Delaware College Investment Plan under
IRC § 529*

The State of Delaware ABLE Plan under IRC § 529A

Approved on September 4, 2019

By the Delaware Plans Management Board

I. THE PLANS MANAGEMENT BOARD AND ITS COMMITTEES

The Plans Management Board (the “Board”) oversees and administers the State’s deferred compensation program authorized under chapter 60A of title 29 of the Delaware Code (the “DC Program”).¹ The DC Program encompasses three distinct deferred compensation plans authorized under the Internal Revenue Code (“IRC”): (a) the State’s deferred compensation plan under IRC § 457(b); (b) the State’s tax-sheltered annuity plan for certain education employees under IRC § 403(b); and (c) the State’s employer match plan under IRC § 401(a). The Board also oversees and administers the State’s college investment plan under IRC § 529, authorized by subchapter XII, chapter 34 of title 14 of the Delaware Code, and the State’s “Achieving a Better Life Experience Program,” authorized by chapter 96A of title 16 of the Delaware Code (collectively, the “Plans”).

The Board has a maximum of 11 members, comprised of five (5) ex officio members who serve by virtue of their positions as officers of the State (“Ex Officio Members”), two (2) employees of the State appointed by the Governor (“State Employee Members”), and four (4) public members appointed by the Governor (“Public Members”).²

In February 2018, as memorialized in Resolution No. 2018-1 (the “Resolution”), the Board dissolved its existing Plan-based committee structure and adopted a new committee structure based on committee function. Pursuant to the Resolution, the Board created a standing “Investment Committee” and vested it with authority to review and make recommendations to the Board with respect to all matters related to Plan investment options and Plan investment performance, as well as all other investment-related matters pertaining to the Plans as may be referred by the Board. The Board created a second standing committee - the “Audit and Governance Committee” - and vested it with initial responsibility for all audits-related matters, potential Plan amendments, Plan-related cybersecurity issues, and such other audit or governance matters pertaining to the Plans as may be referred by the Board.

The Board was authorized to and has appointed individuals to serve on the committees who are not members of the full Board (“Outside Members”).

II. OFFICE OF THE STATE TREASURER

The Office of the State Treasurer (“OST”) provides administrative support to the Board and its committees.

III. STATEMENT OF PURPOSE AND SCOPE

This policy governs requests for reimbursement of expenses submitted by State Employee Members, Public Members and Outside Members (collectively, “Covered Members”).³ This policy covers two general types of requests for reimbursement: (a) requests relating to routine

¹ See 29 Del. C. § 2722(a).

² See 29 Del. C. § 2722(b).

³ Ex Officio Members are not covered by this policy. Ex Officio Members who are or may be entitled to reimbursement of expenses incurred in connection with Board-related matters should submit requests for such reimbursement to their respective offices or agencies.

travel-related expenses incurred in attending quarterly or special meetings of the Board (“Routine Expenses”), and (b) requests relating to travel and other expenses incurred in connection with out-of-state or overnight travel for training, education or similar Board-related functions (“Special Expenses”).

IV. POLICY

Routine Expenses

Covered Members need not seek preapproval prior to incurring Routine Expenses but must seek reimbursement in accordance with the procedures set forth below.⁴ Covered Members are entitled to reimbursement of the following Routine Expenses: travel mileage (including fuel), tolls and parking.⁵ Travel mileage shall be reimbursed at the rate set by Delaware law, presently \$.40 per mile.⁶ Travel mileage calculations may include miles driven from and to a Covered Member’s place of residence or abode.⁷ Tolls and parking expenses shall be reimbursed at the rate charged to the Covered Member. Routine Expenses are subject to review for reasonableness.

Special Expenses

Covered Members must seek authorization from OST prior to incurring Special Expenses and otherwise comply with the procedures set forth below. Special Expenses are subject to review for reasonableness.

V. PROCEDURES

Enrollment

Covered Members who request reimbursement must first enroll as a vendor with the State through the Division of Accounting’s portal, located at <https://esupplier.erp.delaware.gov/>. Covered Members should review the “New Supplier Registration Guide” and complete the enrollment process. Covered Members with questions about the registration process may contact OST.

Routine Expenses

Covered Members may request reimbursement of Routine Expenses by submitting a completed travel expense form, a copy of which is available at [<http://extranet.fsf.state.de.us/documents/forms/AP003.doc>], along with all supporting receipts and other documentation, to OST’s Director of Contributions and Plans Management (the “Director”). The Director will determine the reasonableness and appropriateness of the request, subject to final review and approval by the State Treasurer.

⁴ State Employee Members are permitted to count the time spent attending or traveling to and from Board or committee meetings as part of their regular work days and are not be required to expend leave time. *See 29 Del. C. § 2722(f)(1)*.

⁵ *See 29 Del. C. § 2722(f)(1)*.

⁶ *See 29 Del. C. § 7102*.

⁷ *See 29 Del. SC. §§ 7103(b), (c)*.

Special Expenses

Covered Members may request authorization of Special Expenses by submitting a completed travel authorization form, a copy of which is available at <http://extranet.fsf.state.de.us/forms.shtml> along with supporting documentation, to the Director. The Director will determine the reasonableness and appropriateness of the request, subject to final review and approval by the State Treasurer.

Covered Members may request reimbursement of approved Special Expenses by submitting a completed travel expense form, along with all supporting receipts and other documentation, to the Director. The Director will determine the reasonableness and appropriateness of the request, subject to final review and approval by the State Treasurer.

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