

OFFICER TRAVEL FUNDING GUIDELINE APPROVED 01/17/2020

A4LE Expense Funding Guideline ¹

T=Travel; H=Hotel; R=Registration

	Chapter Conference	Regional Planning Or Mid-Year PNR Meeting	Regional Conference	International Board Meeting	International Conference
Regional Governors	N/A ²	T – Chapter Policy H – Region R – N/A	T – Chapter Policy H – Chapter Policy R – Chapter Policy	N/A	T – Chapter Policy H – Chapter Policy R – Chapter Policy
Regional President-Elect	N/A ²	T – Region H – Region R – N/A	T – Region H – Conference expense R – Waived	N/A	T – Region H – Region R – Region
Regional President	N/A ² except for other Chapters' conferences ³ T – Region (base budget) H – Inviting Chapter policy R – Waived	T – Region H – Region R – N/A	T – Region (conf. exp.) H – Region (conf. exp.) R – Waived	N/A	T – Region H – Region R – Region
Regional Secretary-Treasurer	N/A ²	T – Region H – Region R – N/A	T – Region H – Region R – Waived	N/A	T – Region H – Region R – Region
International Board Member (PNR Rep)	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	T – International H – International R – International	T – International H – International R – International
International Board Member (Canadian Rep)	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	T – International H – International R – International	T – International H – International R – International
Regional Membership Chair	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	N/A	T – Individual H – Individual R – Individual
Regional Past President	N/A ²	T – Region H – Region R – N/A	T – Region ⁹ H – Region ⁹ R – Waived	N/A	T – Individual H – Individual R – Individual
International Chairman	N/A ²	N/A	T – International (if desired) H – International (if desired) R – Waived	N/A	N/A
A4LE CEO	N/A ²	N/A	T – International (if desired) H – International (if desired) R – Waived	N/A	N/A
A4LE Staff	T – Chapter ⁷ H – Chapter ⁷ R – Waived	T – Region H – Region R – N/A	T – Region H – Region R – Waived	N/A	N/A
SchoolsNEXT	N/A ²	N/A	T – Region ⁵ H – Chapter ⁵ R – Waived	N/A	T – Region ⁶ H – Chapter ⁶ R – Waived
Exchange Program	N/A	N/A	T – N/A H – Region (conf expense) ⁴ R – Waived ⁴	N/A	N/A

1. Funding is subject to available funds, submittal of requests by established deadlines, and additional supporting comments adopted with this matrix on 3/4/2015
2. All Chapter conference officer-funding is guided by Chapter policy.
3. Regional President is encouraged to attend Chapter conferences.
4. Only applies if program is reciprocated with other Chapter/Region

5. If SchoolsNEXT team is chosen as Regional winner, and subject to available funds.
6. If SchoolsNEXT team is chosen as International winner, and subject to available funds.
7. If hosting Chapter chooses to utilize International staff conference services.
8. For developing new chapters at the boards discretion
9. Funding is and allowance based on the approved budget.

