

CEFPI Southwest Region - Travel Reimbursement Policy

For International Conferences held in the United States or Canada:

POLICY - Adopted by Board of Directors on September 9, 2009 (Rev. February 20, 2014)

The Southwest Region will reimburse the Vice-President for the airfare and the cost of a one bedroom suite at the conference hotel. Additionally, the Vice-President will be reimbursed up to \$500.00 for hospitality supplies for the suite.

The Southwest Region will reimburse the current Past-President, President, President-Elect, Treasurer, and Secretary up to \$500.00 dollars for expenses related to attendance at the conference.

Each officer is responsible for his/her own membership dues, conference registration fees, and all cost not covered by the above listed reimbursement limits.

REIMBURSEMENT PROCEDURE

At the conclusion of the conference the officer shall submit to the Treasurer evidence of conference registration and receipts for airfare, lodging, and/or miscellaneous related expenses up to the amount of reimbursement.

For Regional Conferences held in the United States:

POLICY - Adopted by Board of Directors on April 5, 2012 (Rev. February 20, 2012)

The Southwest Region will reimburse the President for the cost of a one bedroom suite at the conference hotel. Additionally, the President will be reimbursed up to \$500.00 for hospitality supplies for the suite.

The Southwest Region will reimburse the Vice-President for the cost of one room at the conference hotel.

The Southwest Region will reimburse the current President and Vice President for travel related expenses related to planning the conference.

Each officer is responsible for his/her own membership dues, conference registration fees, and all cost not covered by the above listed reimbursement limits.

REIMBURSEMENT PROCEDURE

At the conclusion of the conference the officer shall submit to the Treasurer evidence of conference registration and receipts for airfare, lodging, and/or miscellaneous related expenses up to the amount of reimbursement.

For Chapter Leadership Participation in International/World Conferences

POLICY - Adopted by Board of Directors on September 21, 2012

The Southwest Region will reimburse one officer from each Chapter in the Region up to \$500.00 dollars for expenses related to attendance at the international conference.

The chapter is responsible for selecting the officer who will attend.

Each officer or the chapter is responsible for his/her own membership dues, conference registration fees, and all cost not covered by the above listed reimbursement limits.

REIMBURSEMENT PROCEDURE

At the conclusion of the conference the officer shall submit to the Region's Treasurer evidence of conference registration and receipts for airfare, lodging, and/or miscellaneous related expenses up to the amount of reimbursement.