

# **Region 3 Funding Reimbursement Procedures**

**Prepared: November 8, 2002**

Region 3 will provide funding as operating capital permits. The following provides a guideline for reimbursable expenses from Region 3 for attendance at meetings:

## **Fall Leadership Workshop**

- Chapter President-Elect (or Vice President)-one night lodging plus travel expenses up to a total of \$200.00 including the lodging
- Chapter Leader- other representatives from chapters (maximum of one per chapter) will receive one night lodging.
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## **Region 3 Business Director's Meeting**

- Region 3 Officers-two nights lodging
- Region 3 Student Coordinator-two nights lodging
- Directors/Chapter Liaisons-one night lodging

## **Association Annual Business Meeting**

- Region 3 President-up to \$500.00 for expenses

## **Spring Planning Session and Leadership Workshop**

- Region 3 Officers-one night lodging
- Region 3 Student Coordinator-one night lodging
- Chapter Leaders-one night lodging

## **Summer Conference Planning Session**

- No reimbursement is paid

The Expense Report form must be submitted with copies of supporting receipts. Expenses will only be reimbursed to members of chapters in good standing and expenses must be submitted within 30 days of the expense.