

Addendum # 2 – Guidelines for Reimbursement
Region 15 – Standing Rules
Revised: February 2, 2008

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Guidelines
For
Reimbursement

GUIDELINES FOR REIMBURSEMENT

I. REIMBURSEMENT POLICY AND PROCEDURE:

All expenditures from the Regional Treasury shall be authorized by a member of the Regional Management Team. In order to effect payment of an invoice or initiate appropriate reimbursement, each Coordinator shall review or prepare and sign a voucher attesting to the necessity and propriety of the expense, and transmit it to the Finance Coordinator for action. The Team Coordinator approves Finance Coordinator's vouchers. Tax Exempt Certificates should be used for all purchases, whenever possible, to avoid payment of local sales taxes.

Paid vouchers will be periodically reviewed by the Comptroller or Finance Coordinator, for conformity to the established guidelines, and members of the Regional Management Team shall be contacted regarding any questions or necessary changes for future authorizations.

Each Member of the Regional Management Team shall provide the Finance Coordinator with a list of names and assignments of persons who are likely to warrant reimbursement of certain expenses; this determination should be based upon a major degree of involvement in a particular event, and not solely on the basis of having been designated as "staff". This list may be amended at any time, as changes occur, and will be utilized by the Finance Coordinator to confirm eligibility for reimbursement.

Expenses incurred shall be posted to a "Unit" Budget developed for each member of the Regional Management Team, and the Finance Coordinator will periodically present an accounting to each member of the Regional Management Team so she is aware of the funds remaining in her budget.

II. SCHEDULE OF REIMBURSABLE EXPENSE:

A. Administrative Expense (expense incurred by all or most Coordinators)

1. **Postage:** Submit a postal receipt for mailings or purchase of stamps. Identify on the voucher the purpose for which the postage was used. Efforts to combine mailings to conserve funds should be considered.

2. **Telephones:** Telephone Toll Call statements highlighting the calls for which reimbursement is sought, should accompany the expense voucher. Identify on the voucher by whom, to whom and the purpose for which the calls were made.

3. Miscellaneous Supplies and Services: Receipts for the purchase of photocopies and small quantities of office or general supplies shall be attached to an expense voucher indicating the purpose for which the purchase was made.

4. Travel Reimbursement: Local travel reimbursement shall be set at the current International allowance per mile plus tolls. This includes attendance at Management Team Meetings, Committee/staff meetings, chapter visits, and other authorized travel (such as riser-transport, faculty escort, etc.). Every effort shall be made to arrange carpools, and only one eligible participant shall claim reimbursement. Toll and parking receipts, if any, shall be attached to each expense voucher, which shall indicate mileage traveled, the date, destination and purpose of the meeting, and the names of the driver and passenger(s), if any. (If E-Z Pass is used for tolls, please attach to your voucher a slip of paper showing the cost and location.) If public transportation is utilized, the train or bus ticket shall be attached to the expense voucher.

Per Diem: A meal allowance of \$50.00 shall be established for overnight travel by members of the Regional Management Team, and designated others as specified by consensus of the Team. Meal allowance granted for day travel shall be pro-rated as follows:

\$10 for Breakfast (travel begins before 7am/overnight)
\$15 for Lunch (travel status occurs between 10am and 2pm)
\$25 for Dinner (travel status continues beyond 7pm)

Space Rental: Efforts shall be made to plan meetings at locations that do not require a fee for space rental. In instances where it is not possible to find suitable space without cost, efforts shall be made to obtain meeting space at a facility that will provide a meal for reimbursement for eligible participants at or below the pro-rated rates noted above. If it is necessary to pay for meeting space rental, advance authorization must be obtained from the Events Coordinator, and the expense voucher shall be countersigned by her.

B. Program Expense: (expense incurred by Coordinators administering particular programs such as Education, Membership, Convention, Communication, etc.)

1. Budgeted Items of Expense: Expense vouchers and invoices submitted shall be processed in accordance with Budget estimates received from each Management Team Member. If the Coordinator recognizes or is informed by the Finance Coordinator that the voucher exceeds estimated costs, the matter may be brought to the Regional Management Team to obtain consensus on a redistribution of budgeted resources.

2. Non-Budgeted Items of Expense: Expense vouchers submitted shall be processed based upon the signature of authorization by each Management Team Member and charged to their respective overall budget allocations. If the Coordinator recognizes or is informed that the allocation is insufficient to cover the voucher; she may authorize the Finance Coordinator to reallocate budgeted funds within the “Unit”. If this is not feasible, the matter may be brought to the Regional Management Team to obtain consensus on a redistribution of budgeted resources.

III. Schedule of Subsidies

A. Regional Events

1. Regional Convention: All authorized expenses and subsidies for the eligible convention staff will be contained in the convention budget, or charged to the corresponding “unit” budget. No member of the Regional Management Team, by sole virtue of that position, shall receive any subsidy or reimbursement for convention expenses. Members of the Regional Management Team who have been appointed to serve on the Regional Convention Committee shall receive compensation appropriate to their function.

The Chair of the Regional Competition, together with the Events Coordinator, shall recommend a level of subsidy for eligible convention staff, which may include:

- a. waiver of “All Events” registration
- b. housing subsidy (for those who are not housed in the regional suite) of one half the room rate for a maximum of three nights
- c. per diem allowance of up to three days
- d. travel reimbursement at the current allowance per mile, plus tolls and parking

Individuals eligible to receive all or part of such subsidies shall be determined prior to the event by consensus of the Regional Management Team, based upon recommendations of the Regional Management Team and the Events Coordinator. The Finance Coordinator shall be so notified, in advance, of the event of the authorized levels of subsidy and reimbursement for each eligible party.

2. Regional Music Education Weekend(s): The Education Coordinator and Events Coordinator who are integrally involved in the organization and management of weekend activities shall, with the consensus of the Management Team, receive full subsidy for all housing, meal, registration and travel costs. Invited primary/full time faculty shall have all expenses paid plus their contracted fees.

Supplemental/part time faculty shall receive an honorarium, based on a sliding scale, at the discretion of the Education Coordinator. Weekend package registration, meals, housing and travel shall be the responsibility of the individual.

Key Management Team assistants, as designated by the Education and Events Coordinators shall receive one half the room rate for two nights plus travel reimbursement.

Dinners shall be provided for International quartet representatives who are invited to perform on the Saturday night show. The Events Coordinator shall be informed as to who is to be included for the Saturday dinner and Sunday breakfast.

Members of the Regional Management Team attending a regional weekend at which an RMT meeting is held, shall be allowed a subsidy of one half the room rate for a maximum of two nights, meals taken at the Regional Management Team meeting, and travel reimbursement at the current allowance per mile, plus tolls. This includes the Regional Management Team administrative assistant. The purchase of the weekend package is the responsibility of the individual.

3. Regional Conferences and Seminars: Invited faculty and Regional Management Team members who are integrally involved in the organization and management of a special one-day conference or seminar shall be allowed a subsidy of one half the room rate for a maximum of one night, a per diem subsidy of one day, plus actual travel expenses.

Designated program staff who are integrally involved in the delivery of the program, with the consensus of the Regional Management Team, shall attend the day of the event and be granted travel and pro-rated travel and pro-rated per diem meal allowances; if their overnight attendance is required, a housing subsidy of one quarter of the room rate shall be allowed.

B. International Events: (International/Chapter funding shall be sought as a first resource)

1. International Convention: Members of the Regional Management Team shall be reimbursed for an amount not to exceed \$500.00 which shall cover, economy air travel, meals, one half the room rate, and all-events registration.

a. Regional Management Team Education Forum: International shall provide a \$100.00 stipend for RMT members to attend this forum held the Monday of convention week.