

## **TRAVEL REIMBURSEMENT POLICY:**

### **AWSA WESTERN REGION – TRAVEL REIMBURSEMENT**

The Western Region will reimburse for travel costs that have a nexus and a benefit to the business of the AWSA Western Region.

The Western Region shall budget and allocate funds for reimbursement of travel expenses as part of the annual budgeting process at its Mid-winter meeting. For budget planning purposes, the Council shall establish specific reimbursement amounts for the year following the current year (one year out).

#### National Board and Committee Meetings

Reimbursement of up to \$600 per meeting will be provided to attend AWSA or USAWS National committee or National Board meetings as a Regional representative. No reimbursement shall be made for meetings during the Nationals, unless the representative would have not otherwise attended the Nationals (either to ski or attend with a family member). National Board or Committee members do not need to submit advanced travel requests for attendance of these meetings.

#### Other Regional Travel

Members of the Western region traveling on other Regional business may be reimbursed up to \$500 per trip for documented travel expenses, if approved by the EVP and the Council. Members that anticipate reimbursement as "Other Regional Travel" should submit an advance request, as soon as is reasonably practical, to the EVP so that it can be considered at either the Mid-winter or Summer Meeting.

Attendance as an official for AWSA and IWWF tournaments will be considered. First priority will be given to National events (Nationals, Team Trials, etc.) and then to international Pan American Region or IWWF specific events depending on available funding.

#### Documentation

Any person reimbursed under this policy shall submit receipts or other documentation of travel for at least the amount of the requested reimbursement.

(APPROVED---4/1/2013 BY THE WESTERN REGION COUNCIL)