

REGION 7 – GEM OF THE NORTHWEST

Guidelines for Supplemental Travel Funds Region Representatives to Unfunded International Committees As Amended March, 2009

The purpose of establishing a voluntary travel fund by the Chapters in Region 7 is to provide financial assistance to Regional Representatives of International Committees for travel expenses incurred in the course of attending International Committee meetings, or Regional Forums which are not reimbursed by International, the Representative's Chapter, nor the Representatives employer. It was not anticipated that there would be sufficient monies in the Fund to cover all of the travel expenses of Region 7 International Committee Representatives, but was intended to help defray a **portion** of the travel costs incurred by individual Representative. The establishment of this fund was authorized by a vote of Chapter Directors attending the region 7 Caucus at Charlotte N.C. and was authorized for 1 year beginning with the fall forum, 1992.

An Ad Hoc Committee was appointed at the Joint Region 7 & 10 Forum in Fairbanks, Alaska in the Fall of 1992 to develop procedural guidelines which will be administered by the Region Chair and Vice-chair and the Chapter Presidents of Region 7 beginning 1/1/93. The committee consisting of the Region Chair and Vice-chair and the Chapter Presidents shall administer the collection and disbursement of the funds and shall be referred to hereafter as the Travel Committee.

At the Joint Region 7 & 10 Forum in Vancouver, B.C., March 2009, a unanimous vote was passed to amend the Region 7 Travel Funds Guidelines.

ELIGIBILITY REQUIREMENTS:

To be eligible for assistance from the Region 7 Travel Fund, the individual making application for financial assistance:

- 1) must be a member in good standing with the Chapter and International
- 2) must be a Regional Representative on an International Committee
- 3) must provide evidence of solicitation of input from corresponding Chapter Committee Chairs and,
- 4) must provide evidence of dissemination of International Committee activities to the corresponding Chapter Committee Chairs and,
- 5) must submit written certification of active committee participation from the International Committee Chair.

All applications for financial assistance must be submitted to the Region 7 Vice-chair at the Region 7 Forum, unless the expenses were incurred within 30 days of a Forum. Applications for reimbursement of expenses uncured within 30 days of a Forum shall be submitted at the next meeting of the Region 7 Travel Committee. Original receipts shall accompany applications for all expenses claimed. Applicants for reimbursement may also be submitted before the completion of travel.

General procedures

The Regional Chair shall request voluntary donations to the Travel Fund at each Region 7 Forum and the Annual Conference. Although Chapters are not required to contribute, the degree of

future participation and the success or failure of the Travel Fund is likely to be influenced by the willingness of the Chapters to contribute even if only nominal contributions are made by some Chapters in the region with limited financial resources.

The Region Vice-chair shall establish a travel fund account with the Region 7 checking account.

At the Spring Forum, Fall Forum, and the Annual Conference, the Travel Committee shall meet to determine the allocation of funds to the Regional International Committee Representatives. The recommended method of allocation would be to allocate a reasonable amount of available funds to Regional Representatives whose travel expenses are not reimbursed by International or their employer. The allotment for those Regional Representatives whose expenses are partially funded by International or their employer would be reduced by the percentage of participation they receive and the unallocated amount returned to the fund to be reallocated among the unfunded Representatives or held over to the following year at the discretion of the Travel Committee.

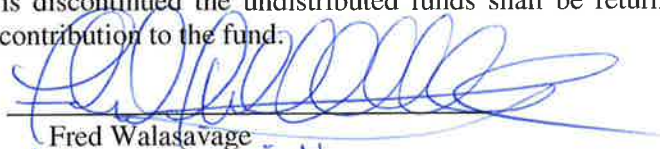
To the greatest extent practicable, Regional Representatives shall receive reasonable allotments from the fund subject to the exceptions mentioned above. The purpose of the fund is to provide an equitably distributed source of money to Regional Representatives to help defray a portion of the travel expenses they incur in the service of the Chapters of Region 7 of the IRWA. By so doing we hope to attract well-qualified members who might not otherwise be able to serve.

It is incumbent upon the Region Representatives whose expenses are reimbursed from the Travel Fund to optimize the available funds by seeking discount travel fares and accommodations whenever practicable. Early planning and reservations are strongly encouraged to maximize the benefits of the available funds.

The Region Vice-chair shall submit a report and an accounting of the Travel Fund activities and the disbursement at each Forum.

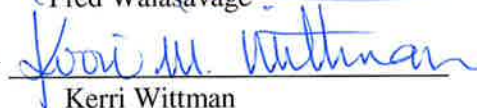
If the travel fund is discontinued the undistributed funds shall be returned to the Chapters in proportion to their contribution to the fund.

Region 7 Chair



Fred Walasavage

Region 7 Secretary



Kerri Wittman

Date Approved

October 16, 2009

REGION 7 – GEM OF THE NORTHWEST

Guidelines for Supplemental Travel Funds Region 7 Secretary

The purpose of establishing a voluntary travel fund by the Chapters in Region 7 is to provide financial assistance to Region 7 Secretary for travel expenses incurred in the course of attending International Committee meetings, or Regional Forums which are not reimbursed by the Secretary's Chapter, nor their employer. It was not anticipated that there would be sufficient monies in the Fund to cover all of the travel expenses of Region 7 Secretary, but was intended to help defray a portion of the travel costs incurred by individual Representative. The establishment of this fund was authorized by a vote of Chapter Directors attending the Region 7 Joint Region 7 & 10 Forum in Vancouver, B.C., March 2009.

To be eligible for assistance from the Region 7 Secretary Travel Fund, the individual making application for financial assistance must be elected by the Region 7 Chapter Directors and eligible voters and must be a member in good standing with the Chapter and International.

All applications for financial assistance must be submitted to the Region 7 Vice-chair at the Region 7 Forum, unless the expenses were incurred within 30 days of a Forum. Applications for reimbursement of expenses incurred within 30 days of a Forum shall be submitted at the next meeting of the Region 7. Original receipts shall accompany applications for all expenses claimed. Applicants for reimbursement may also be submitted before the completion of travel.

General procedures

The Regional Chair shall request voluntary donations to the Secretary Travel Fund at each Region 7 Forum and the Annual Conference. Although Chapters are not required to contribute, the degree of future participation and the success or failure of the Secretary Travel Fund is likely to be influenced by the willingness of the Chapters to contribute even if only nominal contributions are made by some Chapters in the region with limited financial resources.

The Region Vice-chair shall establish and maintain a separate account within the Region Travel Fund checking account.

The recommended method of allocation would be to allocate the amount of available funds to the Secretary when their travel expenses are not reimbursed by their Chapter or employer. The allotment when their expenses are partially funded by their Chapter or employer would be reduced by the percentage of participation they receive.

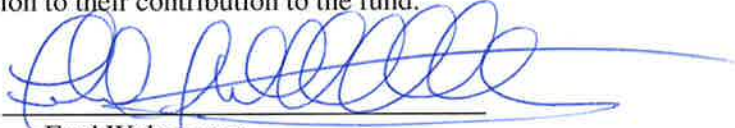
In the event that sufficient funds are not available for the amount requested, the Secretary may make a request to the Region Vice-chair to solicit funds from the general travel fund. The Chapter Directors will then be asked to vote as to whether or not to transfer the requested amount from the general travel fund.

It is incumbent upon the Secretary to optimize the available funds by seeking discount travel fares and accommodations whenever practicable. Early planning and reservations are strongly encouraged to maximize the benefits of the available funds.

The Region Vice-chair shall submit a report and an accounting of the Secretary Travel Fund activities and the disbursement at each Forum.

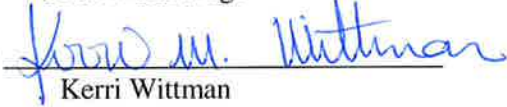
If the Secretary Travel Fund is discontinued the undistributed funds shall be returned to the Chapters in proportion to their contribution to the fund.

Region 7 Chair



Fred Walasavage

Region 7 Secretary



Kerri Wittman

Date Approved

October, 16, 2009