

Chapter Reimbursement Policies

[section added 4/99]

A. Authority

1. The following policies are the reimbursement policies of the Southeastern Chapter of the American Association of Law Libraries.
2. The policies may be waived on a case by case basis by a vote of the Executive Committee.

B. General Expenses

1. Ordinary expenses, such as phone calls, postage and copy charges incurred in the performance of the duties of the officer, administrative position, committee chair or committee member will not be reimbursed by the Chapter.
2. Requests for reimbursement of expenses incurred for budgeted expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
3. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

C. Annual Chapter Meeting

1. Chapter members
 - a. There will be no waivers of registration fees for any chapter member.
 - b. Chapter members will not be reimbursed for expenses to attend any chapter meeting.
2. Non-member speakers
 - a. Non-member speakers will be reimbursed for coach class air/train/bus fare or mileage at the current rate established by the U.S. Internal Revenue Service. Non-member speakers will be encouraged to stay over Saturday night in order to reduce airfare costs. [revised 5/06]
 - b. Non-member speakers will be reimbursed for parking, travel to airport (train or bus station) from home and return, meals other than those provided during the meeting
 - c. Non-member speakers will receive a per diem of \$50 per day, with no more than \$25 for any single meal.
 - d. The chapter will generally not provide honoraria.
 - e. The chapter will not cover expenses for the spouse or children of a speaker.
3. Vendors as speakers
 - a. The chapter will not reimburse the expenses of vendors who act as speakers at the annual chapter meeting.

D. Annual Educational Institute

1. The reimbursement policies for the annual institute are the same as for the annual chapter meeting.