

**CHAPTER POLICY :
PAYMENT OF
TRAVEL EXPENSES**

Approved by CWS Executive Board in August, 1980. Approved by the membership at the 1981 Annual Meeting. Amended by the Executive Board, September, 1998.

Purpose: Help defray cost of attending Executive Board meetings.

Who: Board Members, and others as authorized by the Board (Example: Committee Chairperson at request of the Board)

What: Executive Board meetings, other than those held in conjunction with the Summer and Annual Meetings.

Pays: Mileage for use of a private vehicle, motel for one night, and meal allowance - flat rate for one day

Rates: .21 /mile for vehicle use.

Actual motel cost up to a maximum of **\$80.00**
Flat Rate Meal Allowance - **\$20.00**

Procedure for payment: Submit a documented summary of expenses and mileage to the treasurer, including motel receipt. Meal receipts are not necessary.