

I. Philosophy

In order that finances not be an inhibiting factor in acceptance of a Regional position, the Regional Council realizes that out-of-pocket expenses may be incurred by individuals serving the Midwest Region in a voluntary capacity. The Council endorses a policy of reimbursement of reasonable expenses submitted by such volunteers while acting in a capacity directed by the Council.

II. Policy Statement

The policy of the Regional Council is that the Midwest Region will adhere to USPC Policy 0700 with the following additions.

III. Amplifying Instructions & Guidelines

- A. Corporate Member dues for the RS, VRS, Regional Treasurer, Regional Secretary RIC, will be paid by the Region
- B. Lodging, transportation, food and registrations fees, for attendance to the USPC Annual meeting for RS elect and VRS elect, will be reimbursed by the region (receipts required).
- C. Expenses for attendance at other nationally arranged meeting for the RS or Vice RS will be reimbursed by the region (receipts required).
- D. Long distance phone expenses incurred by the RS, VRS, Regional Treasurer, Regional Secretary, or any volunteer in connection with regional activities (administrative, testings, clinics, rallies) will be reimbursed by the region with (receipts for other documentation required).
- E. Lodging, transportation, food expenses incurred by the RS, VRS for attendance at rallies, Quiz, and Regional or National testings involving a Midwest Region member will be reimbursed (receipts required).
- F. Lodging, transportation, food expenses incurred by the RIC or HMO for attendance at rallies, Quiz, or clinics when serving in their official position as RIC or HMO will be reimbursed (receipts required).
- G. Damages or theft of personal property is expected be covered by an individuals insurance. Damages or theft not covered by the individuals insurance policy will be addressed on an individual basis. Under no circumstances will expenses be paid for claims over 30 days.
- H. Lodging, transportation, food expenses incurred by the RIC or HMO to required meetings or activities that are related to their office will be reimbursed by the Region (receipts required).

Subject: **REIMBURSEMENT OF EXPENSES**
Policy NO: **MW0700**

Effective Date: **March 1, 1998**
Revised Date: **November 4, 2000**
Revised Date: **October 23, 2005**

I. Postage and office supply expenses incurred by the Secretary or Treasurer will be reimbursed by the region (receipts required).

IV. Delegation Of Authority

The Regional Supervisor shall have the overall responsibility for enforcing this policy.

V. Enactment

Established: Joy E. Poling
Regional Supervisor

Date: 3/1/98
Revised: 11/4/00

Revised: Sheri Sichter
Regional Supervisor

Revised 10/23/05