



REGION 7 – GEM OF THE NORTHWEST
Guidelines for Supplemental Travel Funds
Region Representatives to Unfunded International Committees

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 Region Forums which are not reimbursed by International, the Representative's Chapter, nor the Representative's 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 Representatives. 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 one 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. This 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.

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 and,
- 2) must be a Regional Representative on an International Committee and,
- 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.

Applications for financial assistance shall be submitted to and approved by the Region 7 Travel Committee or their designated representatives before or after the completion of travel.

Reimbursement shall not exceed the amount approved by the Region 7 Travel Committee and shall be accompanied by original receipts for all expenses claimed.

GENERAL PROCEDURES

The Region Chair shall request voluntary donations to the to the Travel Fund at each Region 7 Forum. 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 and Fall Region Forums, 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 divide the total amount in the fund equally among the Regional Representatives whose travel expenses are not reimbursed either 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 equal 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 Regional Representatives whose expenses are reimbursed from the Travel Fund to optimize the available funds by seeking discount travel fares and accommodation 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 disbursements 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.

CURRENT AS OF 12/2/2002