

**TRAVEL AND EXPENSE REIMBURSEMENT BOD Y03-19-03-04** [Amended BOD Y04-09-02-02; BOD Y11-05-12-29; BOD Y03-05-12-34; BOD 03-96-13-38; BOD 03-91-17-42; BOD 11-90-16-58; BOD 06-89-06-14; BOD 11-88-21-83; BOD 06-87-88-22; BOD 11-86-14-47; BOD 06-85-06-13; Initial BOD 03-85-14-49; Formerly titled Travel and Meal Reimbursement] [Policy]

Travel and expense reimbursement requests are to be submitted within 30 days of the event/activity/trip in which the expense(s) occurred.

The Finance and Audit Committee will conduct an annual review of the Board of Directors and Members Travel and Expense Reimbursement Guidelines and, in consultation with the treasurer, modify as necessary.

**Explanation of Reference Numbers:**

BOD P00-00-00-00 stands for Board of Directors/**month**/**year**/**page**/**vote** in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure