

## Reimbursement Policy for Midwinter 2009 Meeting

**Elected Officers and designated Committee Chairs** will be reimbursed for the following:

- Transportation: airfare (economy), bus, or rail; or automobile @ .585/mile, parking, and tolls; local transportation, e.g., taxis, etc. from airport to hotel and back
- Lodging/hotel expenses: one-half the room rate for 2 nights, Friday, February 29 and Saturday, March 1, the nights required to attend the EC meeting. One-half of a third night will be covered if attending the National Multicultural Conference and Summit. Be sure to submit a hotel bill that says “paid” along with your reimbursement form or else you also will have to send your credit card statement to Div. 35 Treasurer to confirm that your account was charged.

This category includes:

### *Elected Officers*

President  
Past president  
President elect  
Secretary  
Secretary elect (alternate years)  
Treasurer  
Treasurer elect (every third year)  
Council Reps (includes incoming and outgoing, 3-4)  
Section Presidents  
Associate representative  
Student representative

### *Committees/Sections*

Awards Coordinator  
Book Series  
Continuing Education Comm. (SC)  
Elections & Nominations (SC)  
Fellows (SC)  
Finance (SC)  
Global Perspectives (SC)  
Governance (SC)  
Hispanic Women (SC)  
Lesbian Issues (SC)  
Membership (SC)  
Newsletter Editor  
Professional Training & Practice (SC)  
Program committee (SC)  
Publications (SC)  
Web Maven

**All other Task Force/Committee Chairs, Society Liaisons** will be reimbursed up to **\$625.00** toward their expenses, including ½ the room rate for two nights.

(PWQ Editor pays for herself and other editors from her office budget.)

### **Ground Rules:**

- Additional night or day stay before or after a meeting shall not be reimbursed for lodging.
- No reimbursement is provided for guests of officers or members.
- Original receipts must be submitted for all expenses exceeding \$25.00
- Student Representatives will be reimbursed for their registration fees.