



POLICY #12

Subject: **Stipends**

Written: 2/93

Revised: 11/2000, 2/2006

Reviewed: 2/2009

Policy Statement: The WISPAN Board of Directors may designate to approve reimbursement of reasonable expenses in the form of a stipend. This policy establishes the reimbursement procedure.

Procedure:

1. Any travel expenses, hotel accommodations and per diem will be reimbursed according to the WISPAN expense reimbursement policy (#5).
2. Stipend amount/eligibility will be reviewed annually and approved by the WISPAN Board of Directors.
3. The recipient of money from a stipend will be informed that this is taxable income and will declare it on his/her own income tax returns.
4. The WISPAN newsletter editor shall receive a stipend of \$1000 per year. Funds will be released upon the authorization of the treasurer.
5. In the event an editor does not complete his/her term, unused stipend monies will be returned to the treasurer.
6. Members of the Board of Directors shall have the benefit of one free WISPAN seminar per calendar year.