



Policy #4

Subject: Reimbursement for Board of Directors Meetings or Committee Meetings

Written: 5/91

Revised 2/2000, 11/2004, 1/2011

Reviewed: 2/2006, 2/2009

Policy Statement: This policy identifies reimbursement for mileage and lodging for WISPAN officers and ASPAN/ABPANC visitors for Board of Directors meetings or committee meetings.

Policy:

1. WISPAN officers and members of the Board of Directors will be reimbursed for mileage incurred while driving to WISPAN Board of Directors meetings or committee meetings. The rate of reimbursement will be reviewed annually by the Board of Directors.
2. Each Board Member and/or ASPAN ABPANC visitor may be reimbursed for the cost of one night's lodging while attending Board of Directors meetings. The amount may be reviewed annually.
3. Reimbursement may be obtained from the WISPAN Treasurer upon presentation of receipts for expenses incurred.
4. Board of Directors members will have the benefit of one free WISPAN seminar per calendar year.