

## **CHAPTER 4 PROCEDURAL RULES TRAVEL FUND GUIDELINES**

(November 21, 2013)

The purpose of revising the existing Chapter No. 4 Travel Fund is to provide financial assistance to Chapter No. 4 International Directors and Regional Representatives of International Committees for travel expenses incurred in the course of attending the following:

International Directors:

1. Regional Spring and Fall Forums
2. International Conference and Board of Director's Meeting

International Committee Representatives:

1. International Committee Meetings, limit two per year

This is to be a supplemental fund and will be evaluated based upon budget requests submitted annually for the forthcoming calendar year. Budget requests shall be submitted to the Chapter Treasurer no later than May, for evaluation by the President. The President will make a recommendation to the Executive Board, to be voted upon with the annual budget. Approved budget requests will be based on Chapter solvency.

### ELIGIBILITY REQUIREMENTS FOR FUNDS:

To be eligible for assistance from the Travel Fund, the individual making application for financial assistance:

1. Shall be an active Chapter No. 4 member in good standing; and
2. Shall be a Chapter No. 4 International Director or a Regional Representative on an International Committee; and
3. Shall provide evidence of solicitation of Employer and Regional funding sources; and
4. Shall make every effort to exercise prudence in scheduling travel arrangements; and
5. Shall disseminate International Director and Committee activities to the Chapter No. 4 Executive Board at the next regularly scheduled board meeting.

Applications may be submitted utilizing the Regional Travel Fund Application