

ALASKA CEFPI EXECUTIVE COMMITTEE TRAVEL FUNDING GUIDELINE

Adopted 12/7/06

	AK CHAPTER CONFERENCE	MID-YEAR REGION PLANNING MEETING	REGIONAL CONFERENCE	INTERNATIONAL CONFERENCE
PRESIDENT	T - Chapter H - Chapter R - Chapter	T - Desirable if funds available H - Desirable if funds available R - Not applicable	No funding provided	T - Chapter H - Chapter R - Chapter
VICE-PRESIDENT/ PRESIDENT-ELECT	No funding provided	Not Applicable	T - Chapter H - Chapter R - Chapter	No funding provided
TREASURER	No funding provided	Not Applicable	No funding provided	T - Chapter H - Chapter R - Chapter Note: This will be funded only once during the 3-year term of the Treasurer.
GOVERNOR	No funding provided	T - Chapter H - Region R - Not applicable	T - Chapter H - Chapter R - Chapter	T - Chapter H - Chapter R - Chapter

T=Travel; H=Hotel; R=Registration

1. This matrix is provided as a guideline for budgeting each year's available travel funds. An annual budget shall be established in December of each year that reflects anticipated travel expenses for the coming year. Available funds may dictate that priorities in travel be made; this guideline does not guarantee reimbursement to the officer for all eligible travel.
2. Committee members shall encourage their employers to be active participants in CEFPI, and to the extent possible, committee members should attempt to be reimbursed by their offices or organizations first and apply for CEFPI reimbursement to the extent they need assistance.
3. All committee members may be reimbursed up to \$500 per year to attend a state, regional, or international conference.
4. Airfare reimbursement is based on the best fare available at least 30 days prior to the event.
5. Committee members may request that equivalent cost of registration and/or hotel be covered in lieu of travel.
6. If either the President or President –Elect are unable to attend the regional/international conferences, they may designate another committee member to attend in their place and have travel reimbursed. The opportunity to attend should first be extended to other officers and then to other committee members.