



Travel Reimbursement Policy

Approved: September 1992.

Revised: October 1994, October 1998, March 2002, March 2005, September 2005, March 2006, March 2007, March 2008, March 2009, October 2012.

Section A. General Policy Statement

The Midwest Chapter/MLA will annually budget for the reimbursement of its officers and appointed officials, including committee chairs, for Chapter-related travel expenses. Travel expenses are defined as: 1) automobile expenses or bus, train, or coach airfare; 2) hotel accommodations; and 3) meeting registration fees. Automobile mileage will be reimbursed at the current IRS-approved rate.

Institutional funds should be requested before Chapter funds for all travel except for the Spring Board Meeting. The Spring Board Meeting is conducted for the good of the chapter, and all officers and committee chairs are encouraged to attend. Chapter funds will be issued only after travel has been completed, provided that funds are budgeted and available in the Treasury. Allowable and maximum expenses vary depending upon the Chapter Office held (see Section B). All payment requests require approval of the Chapter President (see Section C).

Section B. Allowable & Maximum Expenses

I. President

- a. Chapter Spring Board Meeting. The Chapter will reimburse the President up to \$600 per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all those defined in **Section A, Paragraph 1**.
- b. Chapter Annual Meeting. The Chapter will provide the President with hotel accommodations at the Chapter's Annual Meeting.
- c. MLA Annual Meeting. The Chapter will reimburse the President a maximum total of \$850 per year to attend MLA's annual meeting. This is meant to supplement the President's institutional funds. Allowable expenses are all those defined in **Section A, Paragraph 1**.
- d. State Health Science Library Association Meetings. The Chapter will reimburse the President **and/or** President-Elect a **maximum combined total** of \$300 per fiscal year to attend the annual meetings of state health science library groups in the Chapter's boundaries, if invited. Allowable expenses are all those defined in **Section A, Paragraph 1**.

II. President-Elect

- a. Chapter Spring Board Meeting. The Chapter will reimburse the President-Elect up to \$600 per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all
- b. State Health Science Library Association Meetings. The Chapter will reimburse the President **and/or** President-Elect a **maximum combined total** of \$300 per fiscal year to attend the annual meetings of state health science library groups in the Chapter's boundaries, if invited. Allowable expenses are all those defined in **Section A, Paragraph 1**.

III. MLA Chapter Council Representative & Alternate

- a. Chapter Spring Board Meeting. The Chapter will reimburse the Representative and Alternate each up to \$600 per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all those defined in **Section A, Paragraph 1**.
- b. MLA Annual Meeting. The Chapter will reimburse the Representative and Alternate each up to \$850 per year to attend MLA's annual meeting. This is meant to supplement institutional funds. Allowable expenses are all those defined in **Section A, Paragraph 1**.

V. All Other Officers and Appointed Officials

The Chapter will reimburse all officers and appointed officials, including committee chairs, up to \$600 each per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all those defined in **Section A, Paragraph 1**.

VI. Annual Meetings Committee Chair

The Chapter will reimburse the Chair of the Annual Meetings Committee a maximum of \$500 per year for site visits and for travel to planning meetings. Allowable expenses are all those defined in **Section A, Paragraph 1**.

Section C. Reimbursement Procedures

All travel reimbursement requests must be submitted to the President on the Chapter's standard payment request form (available at the Chapter Web site) within 60 days of completion of travel. If approved, the President will forward the request to the Chapter Treasurer, who will issue and mail a check to the requestor. If denied, the President will notify the requestor.