Section A. General Policy Statement

The Midwest Chapter/MLA will annually budget for reimbursing its elected officers and Annual Meetings Committee Chair 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. 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 and MLA Annual Meeting. The Chapter will reimburse the President a maximum total of $850 per year to attend the Chapter Spring Board Meeting and/or MLA’s annual meeting. Allowable expenses are all those defined in Section A, Paragraph 1.

b. Chapter Annual Meeting. The Chapter will reimburse the President for the cost of hotel accommodations at the Chapter’s Annual Meeting.

c. State Health Science Library Association Meetings. The Chapter will reimburse the President and/or President-Elect a maximum combined total of $500 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. Spring Board Meeting and MLA Annual Meeting. The Chapter will reimburse the President-Elect a maximum of $850 per fiscal year for travel to the Chapter’s Spring Board Meeting and/or MLA’s annual meeting. Allowable expenses are all those defined in Section A, Paragraph 1.
II. President-Elect (continued)

b. State Health Science Library Association Meetings. The Chapter will reimburse the President and/or President-Elect a maximum combined total of $500 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

The Chapter will reimburse the MLA Chapter Council Representative and Alternate a maximum of $850 each per fiscal year to attend the MLA Chapter Council meeting and/or the Chapter Spring Board Meeting. Allowable expenses are all those defined in Section A, Paragraph 1.

IV. Immediate Past President, Treasurer, Secretary, Membership Secretary, & Representatives-at-Large

The Immediate Past President, Treasurer, Secretary, Membership Secretary, and Representatives-at-Large are eligible for reimbursement of up to $100 each per fiscal year to attend the Chapter’s Spring Board Meeting. Allowable expenses are all those defined in Section A, Paragraph 1. The following prerequisites must also be met for these officers to receive reimbursement: 1) Distance traveled is 400 or more miles round trip, and 2) Budgeted funds are available.

The Chapter budgets a total of $1,000 each fiscal year to reimburse this group of officers for Spring Board Meeting travel. Once the budgeted amount is expended, no additional reimbursement is available. The Chapter President shall determine reimbursement priority; advance approval is advised.

V. Annual Meetings Committee Chair

The Chapter will reimburse the Chair of the Annual Meetings Committee a maximum of $500 for site visits and 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.