



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.*

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

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 Chapter Council Representative 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. Recording Secretary

The chapter will reimburse the Recording Secretary a maximum of \$500 per fiscal year to attend the Chapter Spring Board Meeting. Allowable expenses are all those defined in **Section A, Paragraph 1**.

V. All Other Elected Officers and Appointed Officials

All other elected officers and appointed officials are eligible for reimbursement of up to \$250 each per fiscal year to attend the Chapter's 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 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.