

# **REIMBURSEMENT OF EXPENSES**

## **1. OFFICERS**

Actual expenses within reason involved directly with SEPPA meetings, conventions or as an appointed SEPPA representative incurred by an officer and spouse. In the case of Executive Committee events or meals, the Executive Director will pay for the meals of the committee member and one guest, if present, charged to the association credit card. All over-night hotel expenses will be charged to the association credit card on file, except for the following: in-room movies, room service, or charges resulting from damaged or misplaced items. The Executive Director is considered an officer, although his reimbursement is negotiated in his contract with the association.

## **2. EDITOR(S) OF - SOUTHERN EXPOSURE**

Actual expenses within reason involved directly with SEPPA meeting conventions or as an appointed SEPPA representative incurred by editor or co-editor. Executive Committee determines amount of expenses to be paid for attendance at PPA annual convention.

## **3. PRINT EXHIBITION CHAIRMAN**

Actual expenses within reason involved directly with SEPPA meetings, conventions or as an appointed SEPPA representative incurred by the Exhibition Chairman. In the case of Executive Committee events or meals, the Executive Director will pay for the meals of the committee member and one guest, if present, charged to the association credit card. All over-night hotel expenses will be charged to the association credit card on file, except for the following: in-room movies, room service, or charges resulting from damaged or misplaced items. Upon recommendation of the Exhibition Chairman, the Executive Committee grants consideration to key workers on the committee. It has been customary to give assistance as follows:

### Computer Technician

Double room furnished during days of required attendance and convention registration to include spouse.

### Student Workers

A total of 2 rooms are made available for students who are devoting a large part of their time towards the operation of the convention. All students who are legitimately involved in working at assigned duties during the convention will receive complimentary registration.

For committee workers who qualify for reimbursement of mileage, a rate of \$.35 per mile will be paid. They must have driven their own car. Workers who rode with another whose mileage has been paid do not receive any mileage reimbursement.

**4. PROPS CHAIRMAN**

A double room and convention registration is provided.

**5. CONVENTION SPEAKERS/JUDGES**

Upon recommendation of the Program Chairman, the Executive Committee determines payment to speakers. Current policy is to pay an amount agreed upon by the program chairman and the speaker, this amount to include transportation, expenses and fee, if any. It is required that program costs stay within the budget provided by the budget committee.

The Exhibition Chairman makes a recommendation to the Executive Committee concerning the amount of per diem paid to affiliate judges. This amount should be sufficient to cover hotel bill and meals, which have not already been arranged by the committee. SEPPA provides a round trip coach plane ticket to those flying. Mileage at the rate of .35 per mile both ways is paid to those using their own cars. Judges and/or speakers riding with another whose mileage has been paid do not receive mileage payment.

**5. PPA OFFICIALS**

President, and other staff on official business receive complimentary registration and invitations to any appropriate meal functions.