SCWS REIMBURSEMENTS

The What

- The Policy and Procedures Task Force and the Finance Committee are working hand and hand to review and discuss Reimbursements.

- Our goal is to list reimbursement procedures/processes for Group Reps, District Reps, Coordinators, Officers, etc. We want to eliminate as much confusion as possible when it comes to submitting a reimbursement expense form for items such as mileage, hotel, miscellaneous expenses, etc.

Process

- We reviewed the Bylaws and Motions to determine what is reimbursed, what is not and how much is to be reimbursed when submitting a request.

Reimbursement File

POSITION	MILEAGE	HOTEL	MEALS	REGISTRA	FLIGHT	EXTRA DAY	PER D	COMMENTS / MOTIONS
GRs	$ .40/mile	$100/night	No					After 1st 100 miles - GRs can go back to their group to be reimbursed for the 1st 100 miles
Assembly								May Assembly 5/17/2014 Motion to approve $100.00 for one hotel night stay for person driving over 200 miles roundtrip to Assembly or Committee Meetings.
DRs	$ .40/mile	$100/night	No					After 1st 100 miles. DRs can go back to their district to have the 1st 100 miles reimbursed.
AWSC & Assembly								May Assembly 5/17/2014 Motion to approve $100.00 for one hotel night stay for person driving over 200 miles roundtrip to Assembly or Committee Meetings.
OFFICERS	Full	Full	???					Example: Meals provided at Service Panel mtgs
All SCWS Meetings								
COORDINATORS	Full	Full	???					Example: Meals provided at Service Panel mtgs
All SCWS Meetings								
DELEGATE (IPD)								
All SCWS Meetings								
PAST DELEGATES	$ .40/mile	$100/night	No					After 1st 100 miles
AWSC & Assembly								May Assembly 5/17/2014 Motion to approve $100.00 for one hotel night stay for person driving over 200 miles roundtrip to Assembly or Committee Meetings.

RECOMMENDATION FOR MILEAGE RE $ .50/mile if over 100 miles one way

RECOMMENDATION FOR HOTEL REIM Up to $200/night if round trip is 200 miles or more
Average Cost in Glendale area is $191/night

Conclusion

- Some items have been approved by the GR's and others have not.
- The plan is to bring a list to the Assembly in May for the GRs to vote on and approve the recommendations.
- For example, hotels are currently reimbursed at $100 per night for a person driving over 200 miles round trip.
- We propose to increase it to $200 a night based on average cost of hotel stay in Glendale.