

# **Chapter Reimbursement Policy on Club-Wide Meetings**

The Chapter Policy on club-wide meetings includes: the AMC Annual Meeting, the AMC Spring Meeting, the Board of Directors Chapters Committee Retreat, and the AMC Fall Meeting.

The policy on Club-wide meetings would also include other AMC meetings such as Conservation, Trails, Family Activities and any AMC meeting that should be attended to carry out official chapter business.

## **Guidelines for attending Club-Wide meetings**

The chapter will pick up 100% of the expenses of the Chapter Chair and Chapter Vice-Chair to attend the four (4) club-wide meetings to include:

### **Attending Club Meetings but do not travel in their cars:**

- a. Meals and lodging at the facility where the AMC meeting takes place
- b. Friday dinner with up to a limit of \$10.00 per person

### **Attending Club Meetings and traveling in their car or cars:**

- a. Meals and lodging at the facility where the AMC meeting takes place
- b. Friday dinner with up to a limit of \$10.00 per person
- c. Mileage Reimbursement of 15 cents per mile to and from AMC meetings (minimum of 2 per vehicle)

### **Executive Board Members who attend Club-Wide Meetings and travel in their cars:**

- a. 50% of costs of meals and lodging at the facility where the meeting takes place will be paid by the Southeastern Massachusetts Chapter.
- b. Friday dinner with up to a limit of \$10.00 per person.
- c. Mileage reimbursement of 15 cents per mile to and from AMC meetings (minimum of 2 per vehicle)

### **Executive Board Members who attend Club-Wide meetings and do not travel in their cars:**

- a. 50% of meals and lodging at the facility where the meeting takes place will be paid by the Southeastern Massachusetts Chapter.
- b. Friday dinner with up to a limit of \$10.00 per person.

## **Spending Limit on AMC Club-Wide Meetings**

At the Chapter budget planning meeting in January, a budget for attending club-wide meetings should not exceed 15% of the Chapter's AMC allocation from the previous year, unless it is deemed necessary to increase the limit of 15% by a majority vote of the Executive Board.