

# **Iowa Chapter IAEI**

## **Western Section Reimbursement Policy**

Meeting reference:

Original: October 19, 2006

Revision #1: October 18, 2007

Revision #2: January 17, 2009

Revision #3: January 29, 2011

Original: Discussion and general consensus only: Chapter to provide \$1500 maximum for members to seek reimbursement for Western Section meeting expenses, each member eligible for up to \$500.

Revision #1: Motion by Dennis Jordison, 2<sup>nd</sup> by Steve Neyens  
Iowa Chapter to provide up to \$2000 maximum for members to seek reimbursement for expenses related to attending Western Section meetings, each member eligible for up to \$500. Applications with receipts and proof of attendance to be submitted to Chapter Secretary and approved by Board.

Revision #2: Motion by Dave Sullivan, 2<sup>nd</sup> by Don Thompson  
In addition to the policy for general membership, the Chapter will pay 50% of expenses, up to \$1000 each for the following officers to attend Western Section meetings: Western Section Representative, Membership Chair, Educational Chair, and Secretary OR Treasurer.

Revision #3: Motion by Dave Sullivan, 2<sup>nd</sup> by Don Thompson  
In addition to the policy for general membership, the Chapter will pay expenses, up to \$1000 each for the following officers to attend Western Section meetings: Western Section Representative, Membership Chair, Educational Chair, and Secretary OR Treasurer. (Removed "50% of")

Reimbursement forms are available on the Chapter website: [www.iowaiaei.com](http://www.iowaiaei.com) or from the Chapter Secretary. All applications for reimbursement must include receipts and proof of attendance. Applications to be submitted prior to the Fall Business meeting following the Western Section meeting being requested.

Effective date: Immediately