

Colorado State Square Dance Association (CSSDA) - Policy Sheets

Printed July 27, 2008

Policy Sheet No. 13 of 13

Adopted July 22, 2007

Remuneration /Travel Expense

The CSSDA Constitution and Bylaws Articles VI Executive Board and VIII Committees states the Executive Board and Committee Chairman are eligible for travel expense to attend CSSDA general meetings. The following is the policy for travel expense reimbursement.

1. Travel expense is considered to be the most expeditious roundtrip mileage from the attendees' home to the meeting place. Reimbursement rate is 30 cents per mile, supported by odometer readings or map mileage. Attendees sharing transportation are expected to share the travel expense reimbursement, i.e. one vehicle, one round trip mileage reimbursement.
2. A properly completed CSSDA Reimbursement Voucher presented to the CSSDA Treasurer is required for travel expense reimbursement.
3. In the case of Committee Chairman, travel expense reimbursement will be allowed if it is required that the Chairman give a report or is listed on the meeting agenda or as stated in the Bylaws. If there are Committee Co-Chairman then one reimbursement will be made for the Committee and Co-Chairman will be required to share or split.
4. If other remuneration is received to attend the CSSDA general meetings, then CSSDA travel expense reimbursement will not be allowed. For example, if the attendee receives travel expense from a member council or another organization to attend the meeting.