

Alpha Rho State Oregon Reimbursement Guidelines (as of 2/18/12)

All expenses are paid as per Standing Rules and only to amount of adopted budget

Acct NO.	Account Name	miles	lodging	meals	travel	printing	supplies	postage	phone
OFFICERS									
5001	President	1, 2, 3	1, 2, 3	1,2,3	X	X	X	X	X
5002	Vice-president	1	1	1	X	X	X	X	X
5003	Secretary	1	1	1	X	X	X	X	X
5004	Parliamentarian	1	1	1	X	X	X	X	X
5005	Treasurer	1, 2	1	1	X	X	X	X	X
5006	Immediate past president	1	1	1	X	X	X	X	X
5007	Administrative secretary	1	1	1	X	X	X	X	X
5232B	Editor	1, 2	1	1	X	X	X	X	X
COMMITTEE CHAIRMEN									
5111	Expansion	1	1		X	X	X	X	X
5112	Leadership Development	1	1		X	X	X	X	X
5113	Finance	1	1		X	X	X	X	X
5114	Membership	1, 2	1		X	X	X	X	X
5114	Nominations	1	1		X	X	X	X	X
5116	Bylaws	1	1		X	X	X	X	X
5117	Educational Excellence	1, 2	1		X	X	X	X	X
5118	Communications	1	1		X	X	X	X	X
5119	Music Representative	1	1		X	X	X	X	X
5120	Scholarship	1	1		X	X	X	X	X
OTHERS									
5121	District Coordinators	1	1		X	X	X	X	X
5127	Media/Sales	1	1		X	X	X	X	X

* Meals are covered only when served as part of a meeting

* Registration fees are not covered for anyone.

* Mileage is paid after the 1st 60 miles (RT) (Pres/VP exempt)

* Committee members MAY receive travel reimbursement for meetings not held at state convention.

* Lodging is covered at .5 double occupancy except for the president when she is traveling inside the state.

1 covered for state convention and conferences 2 covered for regional conferences

3 covered for international conventions