

General Travel Support Policy for the Division:

The Division covers travel expenses of up to \$500 per national meeting for the Chair, Chair-elect, Treasurer, assistant to the secretary and Secretary, or \$1,000 per year if they have independent support for attending the other meeting. The Program Chair and Program vice-Chair will be reimbursed by the Division for travel to each national meeting up to the cap set by ACS for travel reimbursement to councilors. Travel expenses for other officers will be reimbursed if needed and only when approved in advance by the Finance Committee (Treasurer, Chair and Program Chair). Requests for approval should be sent no later than one week before the start of the meeting.

The Division will also reimburse travel expenses for Councilors and Alternate Councilors who are asked to attend the Council Meeting, in excess of the ACS allowance. The ACS allowance covers 75% of eligible travel expenses up to a set cap; the Division will cover no more than the remaining 25%. Councilors and Alternate Councilors who miss the deadline for ACS reimbursement have to cover that part of their expenses (currently up to \$875/meeting) themselves.

All officers eligible for reimbursement by the Division are strongly encouraged to get support from their employers to cover as much as possible of their travel expenses.

All requests for councilor travel reimbursement need to be forwarded to the Treasurer with a postmark no later than ONE week (seven days, not seven working days) after the end of the meeting to be considered. This gives the Treasurer only a few days to submit the reimbursements to ACS. Thus, the requests must be on time.

The Division completely reimburses expenses for travel of all officers to the annual planning retreat.