

North Pacific Region 13 Reimbursement Matrix for Official Regional Duties Events and Workshops

	Per Diem (\$50 per day)	Transportation to meetings/ events (airfare or mileage @ 30¢ per mile)	Lodging	Incidental expenses (postage, supplies, telephone). Receipts required.	Event registration	Exceptions, additions and/or restrictions
Convention Steering Committee (CSC): CRC, CC, Registration, Backstage, Housing, Showcase/ Festival of Champions Chair, Finance /Education/Events Coordinators (and incoming EvC), and OPL. Also, CSC Sub-Committee members: Secretary, Showcase and Festival of Champions	Yes	Yes	Maximum half the cost of a double-occupancy room per night. Three nights maximum.	Yes	No	- Meals at meetings are included - Maximum of four days per meeting/event
SET and other Workshop Committees	Yes	Yes	Maximum ½ the cost of a double-occupancy room per night. Three nights maximum.	Yes	Yes	
Harmony Emporium Coordinator	See Exceptions	Yes	Maximum ½ the cost of a double-occupancy room per night. Three nights maximum.	Yes	No	Maximum three days (each) per diem for SET and Regional Convention.
DCP Coordinator	See Exceptions	Yes	No	Yes	No	Maximum of two days per meeting/event
Regional Faculty	See Exceptions	See Exceptions	See Exceptions	See Exceptions	Waived	Stipend awarded at the discretion of the appropriate RMT Coordinator.
International Faculty	See Exceptions	See Exceptions	See Exceptions	See Exceptions	Waived	- International Faculty members coaching / teaching a class at regional educational events, who are also members of Region 13, receive half their normal teaching fee. - Other expenditures will be paid at the discretion of the appropriate RMT member.

Final decisions on expenditures at the discretion of committee chairs. All guidelines are subject to revisions and/or changes. Revised and effective January 30, 2005.

North Pacific Region 13 Reimbursement Matrix for Official Regional Duties Regional Management Team

Event / Workshop	Reimbursement Guidelines
SET	<ul style="list-style-type: none"> ▪ Registration is waived. ▪ One day per diem @ \$50 / day. ▪ Travel reimbursement as necessary if attendance at meetings is required
Other Educational Workshops	<ul style="list-style-type: none"> ▪ Registration is waived.
Regional Convention	<ul style="list-style-type: none"> ▪ RAMM Breakfast fee waived. ▪ One \$50 per diem if official duties require attendance. ▪ Travel reimbursement as necessary if attendance at meetings is required ▪ RMT members must pay for their own convention registration.
International Convention	<p>The Regional Management Team will be subsidized as follows:</p> <ul style="list-style-type: none"> ▪ Maximum of \$500 stipend to be used for reimbursement of travel, lodging, meals, parking, etc. ▪ Receipts required.
IES	<ul style="list-style-type: none"> ▪ In years the RMT is funded to IES, one \$50 per diem shall be offered to all eight RMT members to use for incidental expenses. ▪ Receipts required.
RMT Meetings	<ul style="list-style-type: none"> ▪ Meals are included during meetings. ▪ A \$50 per diem is available for those affected by distance or circumstances. ▪ Reasonable airfare, or mileage at 30¢ per mile will be covered. ▪ Reasonable lodging expenses will be paid for those affected by distance or circumstances.

*Final decisions on expenditures at the discretion of the Regional Management Team. All guidelines are subject to revisions and/or changes.
Revised and effective January 30, 2005*