



Region 13 Reimbursement Matrix

Rates:

- Per Diem is \$60/day.
- Travel is current IRS standard mileage rate for business or the cost of a round-trip flight (whichever is cheaper, unless approved by RMT in charge)

The following items (when applicable) may be reimbursed by Region 13. Vouchers with receipts (except for Per Diem) will need to be submitted within 30-days of the event/activity.

Note: N/A = not applicable, not eligible, or not available

Roles, services	Reg. Fee	Travel	Meals	Hotel	Talent fee	Region 13 Budget Area		
						Educ.	Comp.	Other

REGIONAL MANAGEMENT TEAM & RESOURCE STAFF								
RMT Meetings	N/A	Reimb.	Per Diem	Reimb (1/2 rm)**	N/A			RMT
Resource Staff Trainings	N/A	Reimb.	Per Diem	Reimb (1/2 rm)**	N/A			RMT
Regional Education Events	Waived	N/A	N/A	N/A	N/A			RMT
Regional Contest Weekend	Waived	N/A	N/A	N/A	N/A			RMT

***Room costs are covered when meetings/trainings are held in facilities like retreat centers*

REGIONAL EDUCATION EVENTS (SET, WORKSHOPS)								
Education Specialist	Waived	Reimb.	Per Diem	Reimb. (1/2 rm)	N/A	YES		
Faculty Event Specialist	Waived	Reimb.	Per Diem	Reimb. (1/2 rm)	N/A			EVC
Faculty Headliner(s) – Star for the event (optional)	Waived	R13 pays or based on contract	R13 pays or based on contract	R13 pays or based on contract	Yes, if needed	YES		
Regional faculty for coaching or teaching for 3 hours or less **	Waived	N/A	N/A	N/A	N/A	YES		
Regional Faculty for Full Day of coaching or teaching **	Waived	Reimb,	Per Diem	N/A	N/A	YES		
Area School Faculty overnight**	Waived	Reimb.	Per Diem	Reimb.	N/A	YES		
Technical Asst. (as needed)	Waived	YES	YES	Reimb. (1/2 rm)	N/A	YES		
PEP faculty**	N/A	Reimb. R13/SAI	Paid by chorus	Paid by chorus	N/A	YES		
R13 VIPs (list below)	See list	N/A	N/A	N/A	N/A			

(** Faculty Specialist as needed)

VENUE RESEARCH / ACQUISITIONS								
Venue Acquisition Specialist	N/A	Reimb.	Per Diem	Reimb w/approval	N/A			EVC



Roles, services	Reg. Fee	Travel	Meals	Hotel	Talent fee	Region 13 Budget Area		
						Educ.	Comp.	Other

REGIONAL FUNDRAISERS (Boost the Bank)								
Planning team		N/A	N/A	N/A	N/A			

OTHER REGIONAL MEETINGS - Resource Staff meetings								
Committee Members	N/A	Reimb.	Per Diem	Reimb. (1/2 rm)	N/A			Specific area
Regional guests (opt)	N/A	Reimb.	Per Diem	Reimb. (1/2 rm)	N/A			Specific area
Non-regional guests (opt)	N/A	Reimb.	Per Diem	Reimb.	Yes, if needed			Specific area

REGIONAL CONTEST WEEKEND								
Judges	Waived	Reimb. (SAI bills)	Provided	R13 pays 3 nights	N/A		YES	
VIPs (from R13 VIP list below)	Waived	N/A	N/A	N/A	N/A		YES	
RCT (CRC, CC, Facilities, OPL, Communications)	Waived	Reimb.	Per Diem	Reimb. 3-4 nts (1/2 rm)	N/A		YES	
Tier 1: Conv. Team (TBD)	N/A	Reimb., if approved	Per Diem 1 day only	Reimb. 1 night (1/2 rm)	N/A		YES	
Tier 2: Conv. Team (TBD) (Kick-off, Afterglow)	N/A	N/A	Per Diem 1 day only	N/A	N/A		YES	
Speaker / Special Class (R13 member)	N/A	N/A	Per Diem 1 day only	N/A	N/A	??	??	
Speaker / Special Class (non-region)	Waived	Reimb.	Per Diem	R13 pays	N/A	??	??	
Technical Help (optional)	Waived	Optional	Optional	Optional	N/A		YES	
Harmony Emporium	Waived	Reimb	Per Diem	Reimb 2-3 nts (1/2 rm)	N/A			Finance

Region 13's list of VIPs (for regional contests)	Region 13's list of VIP's for SET
<ul style="list-style-type: none"> • Outgoing Region 13 Quartet Champions • International Top 15 quartets representing Region 13 • Sweet Adeline International VIPs: Past Sweet Adeline International Presidents (PIP), Past Queens of Harmony, and members of the current Sweet Adeline International Board of Directors (BOD) • Judges for the contest weekend; R13 Judges • Trial scorers for the contest weekend • Weekend performers who are not R13 members • Guest Speakers/Faculty who are not R13 members • Evergreen District President for BHS (men's organization) 	<ul style="list-style-type: none"> • Current Region 13 Quartet Champions • Current Sweet Adeline International Board of Directors (IBOD)