

	POLICY & PROCEDURE	POLICY NUMBER: 104
	Subject: MILEAGE REIMBURSEMENT	EFFECTIVE DATE: 09/01/08

Mileage Reimbursement

Premise

Present cost of fuel makes it almost prohibitive for volunteer committee / board members to attend duly called and noticed meeting. Reimbursing for actual mileage removes economic burden from volunteers. All such reimbursement is subject to preapproval of then General Chair as specified in Policy 101

Policy

1. AzSI shall reimburse committee and or board members for travel from outside Phoenix Metropolitan area to and from duly called and noticed committee and or Board of Directors meetings.
2. Reimbursement shall be limited to actual mileage from previous site to site of meeting and return.
3. Rate of reimbursement shall be the then current IRS mileage reimbursement rate.
4. There shall be no reimbursement for mileage to attend House of Delegates meetings or meeting held in conjunction with meets or other noticed meeting.

Definition of Duly Called and Noticed Meeting.

1. Reimbursement is available ONLY if the meeting was Called and Noticed in accordance with the provision of the AzSI By-Laws. No reimbursement is available for other meetings.

Application for Reimbursement

1. Application for Reimbursement shall be submitted and approved in a manner consistent with AzSI Policy and Procedure 102 et seq.
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