

July 2023

## Chapter 13 Travel Assistance Policy

**Whereas;** attendance at both the Spring and Fall Region 5 Forums and International Conference by the Chapter President and the two International Directors is required, as a part of the duties of these office holders and it is in the interest of the Chapter 13 members, the following expenses for each of these officers who are in good standing and active shall be reimbursable:

1. Standard Room Expenses including all appropriate taxes for not more the two nights and supported by receipt for Region 5 Forums.
2. Reimbursement of registration for the Region Forum only and supported by receipt or other sufficient documentation.
3. In addition the full registration fee only for the International Conference held by the International Right of Way Association each year shall also be reimbursed to the Chapter President and International Directors.

“Good standing and active” shall mean that the individual must have attended four out of the last five executive board meetings immediately preceding the forum.

In addition, the President Elect shall be reimbursed for these same expenses at the Region 5 Forum held immediately before taking office as President.

These provisions for travel to Region 5 Forums and Conference Registration shall be fully applicable to any other member in good standing who has been appropriately approved to stand in as a substitute for any of the aforementioned officers at a specific Region 5 Forum or Conference.

In addition the Chapter 13 Executive Board may, as it sees fit, authorize extending all or part of the above travel assistance to any member in good standing and active who has in the opinion of the board a special need to attend a specific Region 5 Forum or Conference. “Good standing and active” here shall be as above for board members, or for non-board members must have attended four out of the last five Chapter 13 seminars.

In addition the Chapter 13 Executive Board, as it sees fit, may offer to any Executive Board member(s) or regular member(s) in good standing, for cause, a stipend to assist with their attendance at the International Conference based on related expenses.

Passed by the Chapter 13 Executive Board on July 22<sup>nd</sup> 2023  
Signed by: Natalie Hess Chapter President