

IRWA Chapter 13 Travel Reimbursement Policy

1. Purpose

This policy establishes stipend guidelines to offset travel expenses for voting members and other eligible attendees participating in the IRWA International Education Conference (IEC) and Regional Forums and is designed to provide fair financial support without requiring receipts, while ensuring transparency and reducing administrative burden for both travelers and Chapter 13 (The Chapter).

2. Scope

This policy applies to:

- A maximum of the required voting stipends per calendar year for voting members required to submit official votes at the IEC or Regional Forums
- Other chapter members in good standing who meet eligibility criteria

Covered expenses may include:

- Airfare
 - Lodging
 - Per diem (meals & incidentals)
 - Registration fees
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3. Eligibility

3.1 Voting Members

- Must be an eligible voting member of The Chapter in good standing¹ and have attended the majority of The Chapter's board meetings or seminars.

3.2 Other Eligible Attendees

Must be a member of The Chapter in good standing¹ and fulfill at least one of the following:

- Attend a majority of The Chapter's board meetings or seminars in the preceding 12 months
- Volunteer at an IRWA IEC or Regional Forum
- Coordinate or help coordinate one or more Chapter 13 Seminars

¹ **Good Standing: As referenced in IRWA Bylaws (Articles III, V, and VI), a member in good standing is one who has paid all required dues and fees, is not suspended or expelled, and complies with the IRWA Code of Ethics and Bylaws.**

- Present a session at the IRWA IEC
 - Other good cause, as approved by The Chapter Board
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4. Stipend Levels

Stipend amounts will be determined by board approval prior to each event. The stipend is provided as a flat-rate payment and does not require receipts, regardless of actual expenses incurred. Eligible expenses may be reimbursed either in advance or after the event, depending on timing and verification of registration or booking.

Pre-event reimbursement may include:

- Conference registration fees
- Airfare
- Lodging deposits/pre-payment (if required)

All expenses must be reported to the Chapter Treasurer prior to reimbursement.

5. Disbursement Process

Recipients must submit a stipend request form to the Chapter Treasurer within 30 days after the event. Stipends are issued as a single lump-sum payment or payments requested pre vs. post event, via check or Electronic Funds Transfer (EFT). Receipts are not required, as the stipend is a flat-rate amount approved by the Chapter Board.

6. Unjust Enrichment Clause

Recipients are required to disclose any reimbursement or financial assistance received from employers or other sources for the same event. The Chapter Board reserves the right to reduce or offset the stipend amount, either dollar-for-dollar or by an agreed-upon percentage to prevent duplicate or excessive compensation.

Any stipend payment above actual expense is reimbursable to The Chapter within 30 days.

7. Board Discretion & Amendments

The Chapter Board reserves the right to interpret this policy, including eligibility criteria and stipend levels, and to adjust or deny stipend requests on a case-by-case basis. This policy may be amended at any time by a majority vote of The Chapter Board, with changes effective immediately upon The Chapter Board approval.