

Reimbursement for Expenses

Officers and Directors serve without compensation; however, they are reimbursed for the reasonable and legitimate expenses incurred in the discharge of official duties. Annually, there is an amount of money budgeted for each Division's expenses for that year. The Administration and Finance Committee as part of the annual organization planning process determines this amount. Requests for changes to these annual budgets should be made, in writing, to the Administration and Finance Committee including the reason and rationale for a change to the budgeted amount. The A&F Committee must approve any spending throughout a particular year over the budgeted amount.

These funds are available primarily to cover travel expenses to conventions, hamfests, and club meetings within the Division while representing the organization and routine Division administrative expenses such as postage, badges, business cards, and the like. The Director submits itemized bills to the CFO and is given prompt reimbursement. Advances are available for larger expenses. An outline of "the ARRL Travel Policy" follows.

Reimbursement of expenses (both travel and administrative expenses) is done through the use of electronic spreadsheet based forms provided by HQ each year. The use of these forms is required for the proper processing.

The normal and reasonable cost of Directors' travel to qualifying events, subject to limitations noted in the Travel Policy below, (Section 7.2) will be reimbursed. In addition, Directors may delegate to the Vice Director the right to attend meetings, conventions, and hamfests from time to time, with reimbursement of expenses to be paid from the Division allotment. On rare occasions, an Assistant Director may attend an important event the costs of which will be reimbursed, where the Director and Vice Director are unable to attend, and the cost of so doing is less than what would have been incurred by the Director or Vice Director. However, this is justified only by exceptional circumstances. Division budgets are not to be used to cover section's expenses. Sections have their own separate appropriations.

Travel to meetings of the Board of Directors and meetings of a Standing Committee of which they are a member are reimbursed from a separate account and is not charged against the Division appropriation. A Director may charge to, and be reimbursed from, his Division budget for the travel expenses incurred for the Director's attendance to one Standing Committee meeting of which he is not a member once per budget year.