



south carolina chapter

**Policy Title: Travel for Chapter Representatives**

**Revised Date: October 6, 2023**  
**Reviewed Date: January 5, 2024**  
**Approved Date: January 5, 2024**  
**Effective Date: October 1, 2015**

**Page 1 of 2**

**POLICY: TRAVEL FOR CHAPTER REPRESENTATIVES POLICY**

The Chapter will pay budgeted travel expenses for the following assuming the Chapters financial condition allows it:

- National Leadership Training Conference (LTC) workshop for Chapter Officers and Program Chairs as deemed necessary by the incoming President. In the event the person's holding the above positions cannot attend, the incoming President may appoint either an incoming Committee Chairman or a Board Member to attend in his/her place.
- Fall President's Meeting for President and President-elect or other designees as approved by the President or Board, in the event either the President or President-elect is unable to attend.
- Annual National Institute registration and travel expenses will be paid for the President, President-elect and past President. In the event of winning the Shelton Award, the Chapter will pay travel for the five immediate past Presidents to include travel and one night's lodging. If the Regional Executive or a member of the National Matrix is a member of our Chapter, the Chapter will pay any appropriate expenses not paid by Region V.

The Chapter may pay budgeted travel expenses for the following assuming the Chapter's financial condition allows it:

- Travel expenses for out-of-state meetings (co-sponsored by SC Chapter) for the President and President-elect only, no substitutions are allowed.
- Expense for Board Retreats: Chapter may pay for any Board Retreat, not exceeding two during the fiscal year, which are budgeted and subject to the travel policy below.

Travel is defined as:

- A. Personal auto - prevailing federal (IRS) rate per mile.
- B. Airlines - most economical arrangements.

TRAVEL FOR CHAPTER REPRESENTATIVES POLICY (Cont.)



south carolina chapter

**Policy Title: Travel for Chapter Representatives**

**Revised Date: October 6, 2023**  
**Reviewed Date: January 5, 2024**  
**Approved Date: January 5, 2024**  
**Effective Date: October 1, 2015**

**Page 2 of 2**

- C. Hotel accommodation to be at the conference discount rate.
- D. Transportation, tips, and other costs associated with travel not to exceed \$100 per day and reimbursed on actual receipts.
- E. Meals - The written request (standard check request form) for reimbursement shall have appropriate supporting detail and must be approved by the Treasurer or President.

---

Policy Committee: January 5, 2024 \_\_\_\_\_

Policy Committee Chair Signature/Date: 01/05/2024

SCHFMA Board Review Date: January 31, 2024 \_\_\_\_\_

SCHMFA President Signature/Date: 01/31/2024