

STANDARD OPERATING PROCEDURES

Operating Procedure # 1.06 Rev: B

Title: **REGION MEETING EXPENSE COVERAGE**

Effective Date: This Standard Operating Procedure will become effective on March 1st, 2005.

Last Amendment Date: March 2005. Rev: B. Process re-write and update

1. Under normal circumstances, meal expenses for the duration of the meeting agenda will be processed through a Master Account and payable by Region VIII. This includes Region-arranged refreshments and hospitality on Friday, and refreshments on Saturday for all attendees. All other expenses are the responsibility of the Chapter.
2. Chapters that would incur financial difficulty by attending a Region Meeting may be supported if deemed appropriate by Region staff, and if alternate funding means are available. Region limits its support to 1-night hotel, for chapters which can demonstrate need. Should a chapter require more assistance than accommodations (airfare, transportation, etc), they must notify region at least 60-days before the event. Region will ask stronger chapters to support their fellow chapters with financial assistance. The chapter will be advised by Region as to the financial support they will receive.
3. Chapters in need must disclose their financial situation, by means of a financial statement or other similar documentation, at the time of their request for assistance, in order that Region staff may help the chapter to be stronger in the future.
4. The following expense limits will be imposed for any chapter receiving assistance. If airfare is required, it must be booked 21-days in advance and via the most economical route. The Chapter representative must be in attendance at the Region meeting on Friday evening and all day Saturday. Expense limits are as follows:
 - Airfare, train, or mileage: Maximum \$600 CDN (before taxes)
 - Hotel: Must be the recommended region hotel. Maximum \$140 CDN
 - Taxi or Shuttle bus: Covered by chapter
 - Other incidentals: Covered by chapter

Assistance should be a temporary measure as chapters improve their financial position and become self-sufficient.

REGION VIII



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5. In order to encourage fellowship among attendees, the Host Chapter will generally sponsor the hospitality suite on Friday evening or a dinner event on Saturday evening. This is at the sole discretion of the Host Chapter. The Host Chapter may solicit financial support for the hospitality event from other Chapters.