

**NEVADA FEDERATION OF REPUBLICAN WOMEN
STANDING RULES**

2. Reimbursement Policy

It is the policy of NvFRW to reimburse members for certain expenses incurred when conducting the business of the organization. As a political organization, members must be prudent in the use of the resources of the Federation. Where options are available, members should choose the most favorable for NvFRW so that resources can be maximized.

Expense line item categories for travel, mileage and other reimbursable expenses shall be budgeted for the President and Elected officers.

- a. Reimbursable expenses for the Executive Committee shall be travel, accommodations, registration fees, printing, postage, office supplies, and telephone expenses. Reimbursement shall be limited to:
 - ½ of room cost
 - Up to \$225 for air travel
 - Meeting registration feeMeals and local transportation expenses (for cabs or airport shuttles) are not reimbursable.
- b. Reimbursement for expenses incurred for NvFRW shall require a Request for Payment form (voucher) with appropriate documentation, receipts and must be signed by the appropriate committee chairman.
- c. Mileage Reimbursement shall be at the prevailing IRS business rate. If the prevailing airfare rate (booked at least 2 weeks in advance) is less than the calculated mileage rate, the reimbursement will be made at the airfare rate.
- d. For Executive Committee members, only travel expenses shall be reimbursed for participation in NvFRW State board meetings and biennial conventions. (Please see No. 1 for details)
- e. The NvFRW President expenses shall be budgeted to cover travel, accommodations and registration fees for NFRW and other required meetings in addition to the above-mentioned expenses. Airfare should be booked at least two weeks in advance at the coach rate.
- f. If the event registration package includes meals, no additional reimbursement shall be made for duplicate meals.
- g. No reimbursement shall be made for alcoholic beverages.
- h. Leadership Workshops: NvFRW Appointed Committee Chairman may be reimbursed up to \$100 for airfare to participate in annual Leadership Conferences. This reimbursement shall not exceed \$1000 annually and be considered as Leadership Travel from the Regents fund.
- i. The NvFRW will reimburse District Directors for expenses incurred to attend club meetings in their own district. Eligible expenses include cost of the event, plus mileage, in an amount not to exceed \$400.00 per year per Director.

Revised October 12, 2013
32nd Biennial Convention
Golden Nugget, Las Vegas, Nevada