

## **BUDGET AND REIMBURSEMENT GUIDELINES**

1. Submit proposed annual budget to SCR Treasurer by January 31<sup>st</sup>.
2. Treasurer will submit all budgets to SCR Board of Directors
3. Utilize budget form (<http://www.scrwocn.org/Forms/Budget.pdf>) for quarterly estimate of expenses based on previous year and any special projects anticipated in the coming year.
4. When expenses are being paid by SCR, airline reservations should be made early and at the least expensive rate.
5. Submit original receipts with reimbursement expense voucher within thirty (30) days following the date of expense for meetings to the President. May save over minimal expenses and submit with meeting expenses. Verification of mileage when driving to and from the airport or meeting should be provided from home to site round trip.
6. Budgets for the following committees should include allowances that are on the annual budget:
  - Bylaws/Operations Manual
  - Conference Planning
  - Communications
  - Nominations
  - Public Relations
  - Scholarship
  - Ad Hoc
7. Members/designees of the Council (President, Vice President, Secretary, Treasurer, President Ex-Officio and each committee chair) are required to attend three businesses meeting annually.
  - Transitional Meeting
  - Council and Membership meeting at WOCN National Conference
  - Annual Fall Regional Conference Meeting
8. These members would be eligible for reimbursement for one days business expenses per meeting to include the least expensive means of travel:
  - By air, to include ground travel – airport to/from hotel
  - By auto if 20 miles or more
  - Parking fees for the duration of the meeting
  - One night's lodging
  - Meals are not reimbursable
  - Other expenses are voted and passed on by the Council
9. Reimbursement rate for auto mileage to be determined by the current IRS allowance.
10. The funds will come from the SCR Treasury if not funded from another source.