

Policy No: D-8

Subject: Expense Reimbursement for Technology

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Effective Date: 1/9/16

Revision Date(s):

Review Date(s):

Review Responsibility: Budget Committee

Policy Statement:

The Board of Directors may provide for the reimbursement of connectivity expenses when traveling for association.

Focus:

AASL Board of Directors

Purpose:

To define eligibility for AASL funding and guidelines for reimbursement of expenses incurred by volunteers on behalf of AASL.

Procedure:

See policy D-4 for expense reimbursement procedures.

1. Eligibility
 - a. Any AASL elected officer that is traveling on behalf of the association and conducting work related to the organization. Travel would include:
 - i. Presidential state visits
 - ii. Regional Director state visits (outside of their residential state)
 - iii. Appointed volunteers traveling on behalf of AASL as an official representative
2. Volunteers are asked to be judicious in their use of internet access so that expenses are not exorbitant. The following guidelines apply:
 - a. If a personal wi-fi device is used during travel a portion of the monthly fee, not to exceed the average wi-fi expense per night (\$15), may be submitted. A monthly statement must be included with expense reimbursement form.
 - b. The association will not reimburse for a fee incurred to access higher speeds.
 - c. The association will not reimburse for airport or airplane wi-fi expenses unless it is previously discussed that association matters are urgent and timely and therefore require the additional expense incurred.