

SOUTH CENTRAL REGION, ACPE

MEMO

As adopted by Council the Region will reimburse expenses for attendance at our annual regional conferences with this year's conference in Kansas City, October 21-24, 1999. You will be reimbursed according to the following guidelines:

- 1) Reimburse active CPE Supervisors, Associate Supervisors, Supervisory Candidates, active Retired Supervisors, Training Supervisor of a Supervisory student meeting the Certification Committee for candidacy, and others approved by Council for travel, lodging, and meals;
- 2) Reimburse cost of air travel (ticket attached) purchased no less than 30 days in advance and/or at the most economical rate (including Saturday overnight stay if required by the airline for an economy ticket). Internet fare search is strongly encouraged. Reimburse travel to and from the airport either at the approved mileage rate for private auto, plus parking and tolls (receipt required) or by airport transportation (receipt required);
- 3) Reimburse travel by private auto at approved rate (one person). An additional 10 cents per mile will be paid for each additional passenger riding in the same vehicle (carpool) to attend the conference. *Car reimbursement for one person may not exceed the most economical airfare;*
- 4) Reimburse the cost of lodging in the conference hotel during the official period of the conference at one half the cost of double occupancy. Exceptions for unusual circumstances of health, etc., must be approved, in advance, by the Chair of the Region;
- 5) Reimburse the cost of meals up to \$40.00 for full days and \$20.00 for partial days including the day of the banquet;
- 6) Reimbursement requests must be submitted to the regional office within 21 days of the end of the conference.

9/7/99

Rev. 9/14/05