



Approval Authority: Board of Governors

Last Approved: November 20, 2001

Administrative Responsibility: President

Next Review: 2024-2025

POLICY

The Board shall determine from time to time the number of Board members who may attend conferences and meetings, keeping in mind the budgeted amount for Board travel and conferences and the frequency of Board members attending such meetings.

To facilitate the above and in accordance with Policy No. 4 Executive Limitations, the Board shall budget annually an amount to pay costs of board members travel and expenses in attending authorized meetings and conferences, including meals, accommodation, and travel costs and/or mileage at the current Institute rate, as required. Expense claims shall be for actual and reasonable expenses, and shall be supported by receipts where possible.

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