

FINANCIAL POLICIES AND PROCEDURES

POLICY NUMBER: FP-105
SUBJECT: WEF CONFERENCE EXPENSES
EFFECTIVE DATE: September 18, 1979
REVISION DATE: 4/26/94; 4/18/95; 9/21/96
APPROVED BY: CWEA Board of Directors

POLICY

In the event that the current CWEA President's employer will not cover expenses for said President to attend the annual Water Environment Federation National Conference, the Water Environment MA Leaders Workshop, or the Water Environment Federation Regional Meeting occurring in his/her term, CWEA will pay all reasonable expenses for the President, covering transportation, lodging, conference fees, and meals.

PROCEDURE

1. The President must provide an explanation to the Board of Directors as to why his/her employer will not cover expenses to the WEF Conference, WEF MA Leaders Workshop, or WEF Regional Meeting.
2. The President will be reimbursed for all reasonable expenses based on the submittal of appropriate expense claim and all applicable receipts.