

# **FINANCIAL AID REIMBURSEMENT POLICY FOR ATTENDANCE AT ANNUAL ARSL CONFERENCE AND BOARD MEETING**

*(approved by the ARSL Board January 5, 2012)*

Housing and travel expense reimbursement limits for current and newly elected board members to attend the annual conference and the immediately following Board meeting will be set annually by the board at the budget planning session of the board meeting for those members who have no institutional funds to travel to the annual meeting.

Reimbursement for elected board members will take preference, but ex officio board members are also eligible for consideration once elected members' needs are addressed. Applicants must submit a "Request for Consideration for Financial Aid" form to the current Board President and Treasurer no later than 30 days before the meeting. Applications will be reviewed on a first-come first-served basis. If approved, recipients will submit a "Reimbursement Request for Board Meeting at Annual ARSL Conference" form to the Treasurer after conference conclusion.

- No reimbursement will be made for expenses reimbursed by an individual's institution.
- The association will cover only those costs included in the budget as approved by the board.
- In hardship cases, the president and treasurer may approve additional reimbursement. Board members must present a proposal in writing to the president, who will meet with the treasurer to determine need and availability of funds.
- All board members will be expected to pay for conference registration and meals on their own.
- ARSL will cover expenses for a total of up to eight elected board members to ensure a quorum at the meeting. If more than eight people apply, a lottery will be held.

This policy does not include the additional night of hotel charges the board automatically reimburses all planning meeting members to attend the board meeting immediately following the conference.

The Board will set a limit for total expenditures to be included in the annual budget.