

**NATIONAL SKI PATROL
WESTERN NEW YORK REGION
EXPENSE REIMBURSEMENT POLICY**
June 13, 2008

The following policy applies to Western New York Region officers attending National Ski Patrol functions as a representative of the region, and to Regional Advisors or other approved patrollers attending such functions with the prior approval of the Regional Director.

The expenses incurred by elected officers, advisors, and instructors of the Region attending Region, Division, or National functions at which they vote representing the Region, or gain or impart expertise benefiting the Region, will be reimbursed according to the following schedule:

1. The cost of registration for the function will be reimbursed in full.
2. Travel to attend functions within the Western New York Region will be reimbursed, when requested, at the same rate as travel outside the Region, with the following exceptions:
 - (a) There will be no reimbursement for any trip of less than 50 miles round trip. Mileage will be calculated per trip, not a cumulative total of multiple trips.
 - (b) Travel to an event at the patroller's home ski area will not be reimbursed if the patroller's attendance on that day will be counted as a "duty day".
3. When overnight lodging is required in order to attend a function outside the Western New York Region, the cost of that lodging is reimbursed up to a limit of \$100 per person, per night. Emergency lodging may be reimbursed at the discretion of the Regional Director. Patrollers are expected to double up on room occupancy when practical. If a patroller's spouse attends but is not actually a part of the program staff, then the lodging reimbursement is limited to the cost of a single room for that night.
4. The allowance for meals enroute, and meals during the function if they are not included in and inseparable from the registration fee, is as follows:

Breakfast:	\$5.00
Lunch:	\$7.00
Dinner:	\$15.00

It is recognized that these meal allowances will seldom be adequate to cover the entire cost of the meal. They are intended to approximate the difference between the cost of an economical restaurant meal and the cost of that meal at home.
5. Travel by personal auto to such approved functions will be reimbursed at 30 cents per mile, plus tolls. (Patrollers are expected to car pool when practical.)
6. Travel by commercial carrier, when required and approved in advance by the Regional Director, will be reimbursed in full.
7. Individuals assigned to represent the W. NY region at division or higher level meetings shall have all rooms and meals expenses associated with the stay at the site of said meeting paid in full and the above limitations for these items shall not apply.
8. Receipts must be submitted with reimbursement requests.