

Chapter Reimbursement Policy on Club-Wide Meetings

Chapter Chair

When the chapter chair attends the AMC Club-Wide meetings, the chapter will pick up 100% of the expenses of the Chapter Chair and one other member from the Executive Committee or vice chairs that the Chapter Chair may invite (usually the Chapter Vice-Chair). This includes:

- Mileage Reimbursement at the current IRS business rate for travel to and from AMC meetings. When the chapter chair brings a guest, carpooling is required when practical.
- Meals and lodging at the facility and on the day of travel to/from the location.

As of last update the club-wide meetings the Chapter Chair attends are the AMC Annual Summit (usually held in January in Norwood, MA) and the in-person Chapter Chairs Committee meeting (usually held late spring).

Note: If these meetings are replaced with different meetings that AMC staff ask the Chapter Chair attend, this document should be revised to reference the new meetings however the policy covers those meetings during the timeframe between revisions of this document.

Executive Committee Members

The chapter will pay the registration fee for any Executive Committee member who wants to attend the AMC Annual Summit in Norwood.

Spending Limit on AMC Club-Wide Meetings

The budget for attending club-wide meetings should not exceed 15% of the Chapter's AMC allocation from the previous year and should prioritize the travel of the Chapter Chair. The 15% limit can be increased if deemed necessary by a majority vote of the Executive Committee.

Last updated 2023-06-21 PB