

## GUIDELINES FOR THE EXPENDITURE OF CONSORTIUM FUNDS

*(Approved by the Board 7/19/97. Amended 11/4/98, Amended 3/6/99, Amended 7/26/03, Amended 7/24/06)*

Consortium funds are expended for budget items approved by Board of Directors or, in the case of unanticipated expenses, with prior written authorization by the president.

### I. Items that may be funded out of Consortium funds:

#### A. Executive Office and Administrative expenses:

1. Cost of publishing materials for the members (after consultation with Publications Advisory Board when appropriate).
2. General operating expenses such as stationery, postage, phone calls, phone service, computer network connections, other consumable supplies.
3. Salaries/wages for office staff.
4. Credit card usage fees and institutional administrative fees.
5. Fees for CCUMC meetings.
6. Travel expenses associated with attending CCUMC Board meetings.
7. Travel expenses associated with attending special meetings that relate directly to CCUMC as approved by the Board of Directors.
8. Statutory representation and filing fees.
9. Liability and bond insurance.

#### B. Board of Directors (including officers) expenses:

##### *Stand-alone Board Meeting:*

1. Transportation and ground accommodations up to a maximum of \$750.00 for:
  - a. Air, train, or bus fare including parking and ground transportation from terminal to site of meeting, or mileage directly to/from the meeting site based on the current Federal Government authorization rate for vehicle mileage reimbursement, or the 14-day advance coach air fare, whichever is less.
  - b. Single room rate for the board member's nightly lodging for those dates required to attend the board meeting. Should two board members wish to share a room, then the room rate can be split between the two members' claimed expenses.
  - c. Meal expenses incurred during travel to and from the meeting.
2. Reasonable and necessary meal expenses at the meeting. (Meals are usually a group event at CCUMC expense.)

##### *Board Meeting Conducted in Conjunction with Conference:*

1. 50% of the room rate for any additional days lodging required to participate in the board meeting.
2. Reasonable and necessary expenses for meals eaten during the additional time required to participate in the board meeting.

##### *General:*

1. Postage, duplication, phone calls, equipment rentals, and costs of consumable supplies associated with the specific duties of the office.
2. Travel to special meetings directly related to a board member's Consortium responsibilities.
3. Dues to affiliated organization(s) for officers as required to maintain CCUMC affiliation with the organization(s).
4. Liability and bond insurance.

#### C. Publication Advisory Board expenses:

##### *Stand-alone Meetings:*

A specific budget for any stand-alone meetings must be approved by the Board of Directors beforehand. Such approval typically occurs during the summer board meeting.

##### *PAB Meeting Conducted in Conjunction with Conference:*

1. 50% of the room rate for any additional days lodging required to participate in the PAB meeting.
2. Reasonable and necessary expenses for meals eaten during the additional time required to participate in the PAB meeting.

##### *General:*

1. Cost of publishing newsletters, reports, directories, and other publications as approved by the Board of Directors.
2. Postage, duplication, phone calls, and costs of consumable supplies associated with the specific duties of the PAB and/or the publication editors.

#### D. Committee, Interest Group, and Task Force

expenses such as:

1. Cost of publishing materials for the members (after consultation with Publications Advisory Board when appropriate).
2. Postage, duplication, phone calls, and costs of consumable supplies associated with the accomplishment of the group's objectives/charge.
3. Travel to special meetings that relate directly to the accomplishment of the group's objectives/charge as approved by the Board of Directors.
4. Cost of plaques/items recognizing service to CCUMC.
5. Honoraria, consultative fees, and legal fees.

#### E. Liaison and Public Service activities expenses:

1. Membership in other organizations on behalf of CCUMC as approved by the Board of Directors
2. Contributions to other organizations to fund
  - a. Publication of materials of benefit to the profession.
  - b. Production of materials to benefit the profession.
  - c. Legislative lobbying activities of benefit to the profession.
  - d. Research activities of benefit to the profession.
3. Stationery, postage, duplication, phone calls, and costs of consumable supplies.
4. Travel to special meetings that relate directly to the Consortium as approved by the Board of Directors.

#### F. Program Committee expenses:

A specific conference budget is submitted to the Board of Directors by the Program Committee for CCUMC conferences. The budget includes all anticipated costs by expense type, including any financial support for conference presenters who are not CCUMC members. CCUMC members also receive some support, but appropriate (reduced) registration fees are approved

and collected to ensure reimbursement need not be made and that the item will be considered as a reduction in income and is included in the budget presented when fees are approved:

1. All CCUMC members who are also conference presenters will receive a reduction in registration if they register for the full conference. (All member presenters receive the same reduction regardless of the role in the program, i.e., a panel participant receives the same reduction as a sole presenter.)
2. Staff members from the host institution's sponsoring department may participate in the CCUMC conference for the cost of meals and the fee for any extra cost activities in which they choose to participate, not the entire institution population.

## II. **Petition process:**

Individual members of the Board of Directors and the Publications Advisory Board may petition for reimbursement of additional fees/expenses associated with the responsibilities of their office, providing:

- A. The petition is made in writing.
- B. The petition includes an itemized list of anticipated expenses.
- C. The petition seeks reimbursement of no more than \$250.00
- D. The petition is received by the President at least one month prior to the annual meeting.

## III. **Budget submission and approval procedure:**

- A. Budget requests may be submitted by members of the Board (individually and collectively), Committee Chairpersons, the Interest Group Coordinator, Task Force Chairpersons, the Editor-in-chief, the Membership Chair, members designated by the Board as liaisons to other organizations, and the Executive Director.
- B. Budget requests are to be submitted each year to the Treasurer at least two weeks prior to the start of the summer board meeting. They will be reviewed by the Finance Committee to determine:
  1. If funds are available.
  2. If items on the request are appropriate for funding.
- C. Budget requests will then be forward by the Treasurer to the Board of Directors. The Board must approve each budget request by at least 2/3 majority vote.
- D. All budget approved by the Board will be included in the Treasurer's Report given at the Annual Meetings. Questions regarding the budget can be discussed at that time and final ratification of the members present by a majority vote will be considered final approval.
- E. Budget requests must be itemized using the following categories:
  1. Publications (reports, survey, etc.)
  2. General operating expenses (phone, correspondence, postage, consumable supplies, etc.)
  3. Travel reimbursement:
    - a. Transportation based on the current Federal Government Authorization rate for vehicle mileage reimbursement or 14-day advance coach air fare, whichever is less (For Board of Directors meeting maximums, see previous item I.B.1.)

- b. \$40 per day maximum for food (this amount should not be considered as a per diem allowance; if actual expenses are less than the maximum amount, reimbursement will be allowed only for actual expenses). (For Board of Directors meeting maximums, see previous items I.B.1 and I.B.2.)
  - c. Lodging. (For Board of Directors and Publications Advisory Board meetings, see previous items I.B.2 and I.C.1 for additional clarification.)
4. Membership dues to affiliated organizations as required to maintain CCUMC affiliation with an organization
  5. Salaries and wages.
  6. Other (itemized).

## IV. **Procedures for submitting expense claims:**

- A. It is anticipated that members will pay expenses for which reimbursement has been approved before submitting a request for reimbursement. Cash advances and prepayments to members will not be approved.
- B. Requests for reimbursement of expenses should be submitted to the Treasurer within 30 days of the event, or by June 15<sup>th</sup> of the fiscal year in which the expense is incurred, whichever comes first. In the case of minor expenses such as telephone, postage, etc., requests for reimbursement of expenses should be submitted to the Treasurer whenever the amount to be reimbursed exceeds \$100.00, or by June 15<sup>th</sup> of the fiscal year in which the expenses are incurred, whichever comes first.
- C. Payment of expense claims will only be made if:
  1. The request is part of an approved budget or if it has been approved by the President to come out of contingency funds.
  2. Requests are submitted on an expense claim form, itemized with bills and receipts attached, and signed by a member of the Board, Committee Chairperson or the Interest Group Coordinator, Task Force Chairperson, the Editor-in-chief, the Membership Chair, members designated by the Board as liaisons to other organizations, members designated as conference hosts, or the Executive Director.
- D. Expenses of a personal nature are not reimbursable. Such expenses include, but are not limited to: alcoholic beverages, personal telephone calls, internet access, laundry, movies, mini-bar beverages and snacks, health club, barbers and hairdressers, shoe shines, clothing or toiletry items, golf fees, personal entertainment including sports events, medical expenses, baby-sitting and pet care, parking tickets or traffic violations, collision damage insurance, personal accident insurance, liability insurance, towing, auto repair, ATM usage fees, traveler's check fees, flight/travel insurance, and cost of lodging, meals, excursions, and other expenses for a companion whose travel is not authorized.

## V. **Unanticipated expenses:**

Requests for additional funds must be submitted in writing to the President who will consult with the Treasurer. The request may or may not be approved via written response by the President.