

March 14, 2014

Carolina Mountain Club Policy on Reimbursement of Travel Expenses Other than for Trail Maintenance and Hike Leading

CMC members who officially represent the Club at meetings of partner (e.g. ATC, FMST) or landowner (USFS, NPS) organizations are eligible for reimbursement for their travel expenses.*

A CMC member will be recognized as an official representative of the Club if (s)he

- has been appointed to an on-going role (e.g. CMC's representative and alternate to ATC's Regional Partnership Committee (RPC) or to the Friends of the MST), or
- is asked by CMC's Council or its President to attend an ad hoc meeting of concern to the club (e.g., a public hearing concerning use of land of interest to the club's Conservation Committee).

Other CMC members attending these meetings in unofficial capacities are not eligible for reimbursement for their travel expenses. CMC members volunteering for partner organizations, e.g., at ATC biennial meetings, are not eligible for reimbursement from CMC for travel expenses involved in these activities.

Travel expenses will include registration for the meeting, lodging, food, and mileage. Mileage will be reimbursed at the rate used by the IRS for mileage for charitable purposes, currently 14 cents/mi.** Should meeting attendance require travel by public transportation, that cost will be eligible for reimbursement. CMC members should try to reduce their travel costs, (e.g., by car pooling and eating at reasonably-priced restaurants).

Receipts for all expenses except mileage will be required when submitting a claim for reimbursement to CMC's Treasurer. The attached form should be used.

** Members are encouraged to donate all or part of their expenses to the Club. If they do, they will receive a letter from the Treasurer acknowledging that donation.*

*** For consistency, the IRS rate will also be used to reimburse mileage for trail maintenance.*

Approved: February 20, 2014

Modified: March 14, 2014

