



NORTHEAST CHAPTER/AAAE  
TRAVEL REIMBURSEMENT PROGRAM FOR EXECUTIVE COMMITTEE  
MEMBERS

When a member serves as a Chapter officer, travel expenses associated with attending meetings and conferences at which Executive Committee members are required to be present, are the responsibility of the officer's airport employer. All applicants for Chapter offices shall be given a copy of this Program, and be required to submit to the Nominating Committee, a statement of support from their employer for the time and travel expenses for the member's entire period of service on the Executive Committee (i.e. 5 years).

Notwithstanding the above, the Chapter recognizes that travel expenses for the five (5) year period of Executive Committee Service are costly, especially during the term of office for the President and Vice President. For this reason, the following annual travel expenses allowances have been established:

President:	\$3,000
Vice President:	\$3,000
Treasurer:	\$3,000
Secretary:	\$3,000
Immediate Past President:	\$3,000

The use of the above travel allowance are subject to the following:

1. The allowance may be used for the *reimbursement* of allowable expenses only. No advances are permitted. Allowable expenses include airfare, hotel accommodations, and personal meals for those meetings listed in item #2 below.
2. Meetings for which reimbursement may be requested include the following:

For all officers: Regular and Special Executive Committee Meetings, IASS Committee Meetings, Annual Conference Committee Meetings, National AAAE Annual Conference, and Chapter Officer's Meeting.

For the Immediate Past President: All previously listed meetings, and the annual NEC Council of Past President's Meeting.

For the Vice President: All previously listed meetings, and the AAAE Chapter Presidents/Vice Presidents annual meeting.

For the President: All previously listed meetings, and the Fall and Winter AAAE National Board of Director's Meetings.

***No reimbursements shall be payable for expenses related to attending the NEC Annual Conference or the International Aviation Snow Symposium.***

3. For the Vice President, Secretary, Treasurer, and Immediate Past President, all reimbursement requests must be reviewed and approved by the President before payment is issued. The President shall also concur, in advance, that the officer's attendance is required at any meeting for which reimbursement will be requested.
4. Reimbursement for the President will be reviewed by the Treasurer for complete and appropriate documentation before payment is issued.
5. The reimbursement amounts listed above shall be reviewed annually by the Council of Past Presidents, and adjusted as deemed necessary.
6. All serving members of the Executive Committee shall be provided complimentary registrations at the NEC Annual Conference and the International Aviation Snow Symposium. The spouse of the President shall also receive a complimentary registration for these events.

*Rev. May 25, 2011*  
*AMK*