



AIA
Las Vegas

Adopted 1998

Policy for Travel Expenses

Travel Expenses to attend the annual AIA National Convention, the Grassroots Legislative & Leadership Conference, and the Western Mountain Region Conference will be included in the budget for the following representatives of the Chapter:

President
President-elect
Executive Director
Staff (as required)

Travel Expenses include Conference Registration expenses, Airline tickets and/or automobile expenses, and hotel expenses. These arrangements are coordinated by the AIA Las Vegas Chapter staff. Only refundable or changeable airline tickets will be purchased so that if changes must be made to travel schedules, they can be made without additional charges to the Chapter.

If the President or President-elect should have to cancel a trip altogether after the travel arrangements have been confirmed, (and the arrangements cannot be used by any other individual), then he or she will be invoiced for the cost of these arrangements. Any airline ticket or hotel reservation, etc that cannot be reused by the Chapter will then become the property of the person in whose name the non-reusable arrangements are made.

A per diem payment covering meals and other miscellaneous expenses is set at the same rate as that provided by the IRS. This per diem rate will be reviewed annually and may be increased or decreased as appropriate.