



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, As an MA, OWEA relies the WEF to provide management and leadership training and information sharing through WEF Member Association Exchange (WEFMA-X Change) Meetings called “WEFMAX;” and

WHEREAS, it is recognized that attendance at WEFMAX may impose a significant cost on OWEA and/or EC member attending this event.

THEREFORE, OWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. OWEA shall establish a separate line item in its annual budget for WEFMAX. The WEFMAX budget shall be established on an annual basis, recommended by the President and based on the financial resources of OWEA to maintain fiduciary responsibility.
- II. Those required or encouraged to attend WEFMAX shall request financial support from their employers to offset costs for travel to and participation in WEFMAX before submitting a reimbursement request to OWEA. It is recognized that personal networking that occurs at WEFMAX benefits the attendee’s professional and volunteer organization work skills and knowledge.
- III. Those approved to attend WEFMAX shall be determined on an annual basis and determined by the President. Those required to attend WEFMAX shall be the (2) WEF Delegates, the President, President Elect and Executive Administrator (EA). OWEA shall pay eligible costs for travel, lodging, and per diem costs not to exceed \$1,000 per person, pending employer contributions.
- IV. Those Executive Committee (EC) members, not listed under Articles III, are encouraged but not required to attend WEFMAX. For these persons, OWEA shall limit reimbursement to \$500 per person of eligible travel, lodging, and per diem expenses, pending employer contributions.
- V. In the event that OWEA’s funds are limited, the President reserves the right to modify attendance to meet budgetary conditions. Limitations may include no attendance at WEFMAX, or a reduced list of approved attendance, or a reduced level of financial participation towards individual expenses.
- VI. With input from the EC, the EA shall research the least expensive options for WEFMAX, including travel and lodging expenses for several venues. In general, EC members shall try to attend the same and least expensive venue. The President, in consultation with the EC, shall make the final decision on location.
- VII. Car pooling to “driveable” locations (less than 8 hours of drive time) is encouraged to reduce overall cost and as a “green” alternative to air or other travel.
- VIII. A definition of eligible expenses is provided in the Travel Policy and Procedure.