

WEFMAX Travel

Policy and Procedure #2012-58 Ohio Water Environment Association

**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

**WHERAS,** it is recognized that attendance at WEFMAX may impose a significant cost on EC member, and employers to attend this important training event: and

**WHERAS,** unlike other WEF related events such as WEFTEC, employers of OWEA Board members to not realize a benefit from their employees for attending WEFMAX.

**THEREFORE,** OWEA has adopted the following policy and procedure:

**POLICY AND PROCEDURE**

1. OWEA shall establish a separate line item in its annual budget for WEFMAX. The WEFMAX budget shall be established on an annual basis.
2. All OWEA Board Members shall be reimbursed up to $~~1,000~~ 1,250 per year of eligible expenses to attend WEFMAX. Those attending may approach their employers for supplemental support if it is necessary, but it is has been the experience of OWEA that $~~1,000~~ 1250 is sufficient to cover reasonable eligible expenses.
3. Eligible expenses for WEFMAX shall be based on hotel accommodations of two days and single room occupancy.
4. OWEA Board members attending WEFMAX shall try to attend the closest and least expensive venue possible to save costs for the organization. Carpooling to “drivable” locations (less than 8 hours of drive time) is encouraged to reduce overall cost and as a “green” alternative to air or other travel. Carpooling from the OWEA office or agreed upon location is a pre-requisite to mileage reimbursement requests to OWEA.
5. 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.
6. Section officers may consider attending WEFMAX, but Sections are required to cover expenses of those attending.
7. A definition of eligible expenses is provided in the Travel Policy and Procedure.

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