

OFFICER TRAINING BULLETIN 96-04

FUNDING TRAINING POSITIONS AND EVENTS

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REIMBURSEMENT OF TRAINING RELATED EXPENSES

Because training is an integral part of GWRRA operations, Region and District Trainers may request reimbursement of reasonable and customary expenses for activities directly related to the performance of their duties as GWRRA Trainers. Typically these activities will include such things as:

- Long-distance telephone expenses;
- Postage related to mailing newsletters or providing other information directly related to officer training.
- Training materials and office supplies.
- Meals, lodging, and travel directly associated with attendance at:
 - (a) Region Staff Meetings and Regionwide or multi-district workshops, for Region Trainers;
 - (b) District Staff Meetings and Districtwide or multi-chapter training events, for District Trainers.

DOCUMENTATION

Because Trainers and Instructors are full members of a Region or District Staff, their operating expenses are a part of the normal “cost of doing business.” Any local procedures established by Region or District Directors for funding or reimbursing expenses apply to Training positions. Approvals should be secured in advance of incurring expenses, and projected expenses should be provided as input to local operating budgets.

All requests must be accompanied by original receipts or copies of telephone bills, etc.

APPROVALS

The Region, District, or Chapter Director will approve all travel and operating expense reimbursement requests for training related activities. Officer and staff expenses related to

attending training events are approved expenditures with respect to use of GWRRA funds. Thus these individuals may request reimbursement from the appropriate treasuries.

PROCEDURES

Region and District Trainers are expected to use good judgment in incurring expenses associated with their positions. Every attempt should be made to examine all available alternatives to be sure that training expenses are minimized and that the maximum benefit is realized by the Members for every training dollar expended.

Trainers will complete the proper forms and forward them with receipts attached to the appropriate Region, District, or Chapter official for approval.

Normally, requests for reimbursement of expenses should be made as soon as possible after the has been incurred. Requests for reimbursement of routine office expenses should not be made more often than monthly, unless special circumstances exist.

FUNDRAISING

Region and District Trainers may initiate and participate in fundraising activities. These activities are subject to the same policies and guidelines as are used elsewhere in GWRRA. Fundraising activities should be organized and conducted in complete cooperation with the Region or District Directors. Funds raised for the purpose of supporting local training activities should be kept in the District or Regional treasuries and "earmarked" for use in supporting training activities.

Training in GWRRA is not intended to be a "profit center" for GWRRA Regions and Districts. However it can and should be self-supporting to the extent possible. Minimal registration fees may be assessed to trainees to cover costs associated with specific training events, but not primarily for the purpose of making money.