

4.1. Reimbursements — Members shall be reimbursed for allowable expenses.

4.2. Regional VP travel to Chapter Rallies - Allowable expenses for trips are limited mileage to the Rally and return at the rate set by FRVA for auto tolls, rally fees, campground fee and special expenses approved by the President.

4.3. Committees or other assigned jobs include expenses usually related to the work such as postage, telephone, copying.

4.4. Recruitment Volunteers - Allowable expenses for trips are limited mileage (100 miles) to the event and return at the rate set by FRVA. Also includes auto tolls and event expenses approved by the President.

Rationale: This has been the standard procedures for EAMA and complies with Article N paragraph 4. Recruiting added to support FRVA/EAMA efforts to attract and retain members.

4.4.1. Non-GEAR related expenses — Reimbursement requests shall be approved by the President and submitted to the Treasurer for payment.

Rationale: Standard operating procedure for EAMA.

4.4.2. GEAR Expense Approval:

<u>Below Budget</u>	<u>Approval Required</u>
\$50 or less	Committee chairperson (One time purchase per Rally)
More than \$50	Rally Master
<u>Over Budget</u>	<u>Approval Required</u>
Any amount	Forwarded by the Rally Master to the President recommending approval or disapproval.

Rationale: The \$500 limit has been standard for some time. The budget as a limit is new and is meant to keep the managers in the loop if the budget is going to be exceeded. The table is easier to follow than the paragraph.