

**SOUTHEAST REGION,
AMERICAN ACCOUNTING ASSOCIATION**

Expense Reimbursement Policy

Notwithstanding the reimbursement policies of the national office of the American Accounting Association, and wishing to encourage wider participation in the Association by all of its membership who aspire to leadership roles within the organization, the South Eastern Region of the American Accounting Association adopts the following expense reimbursement policy:

1. Reimbursement of Council Representatives' travel expenditures to represent the Southeastern Region at AAA Council meetings.

Representatives are entitled to either,

- a. Reimbursement per national policy, or
- b. Upon written representation by a representative's supervisor (e.g. dean, department head) that his/her school does not have travel funds available to support fulfillment of the representative's responsibilities, reimbursement of actual expenditures up to \$1,000.

Under alternative (b), the South Eastern Region will reimburse actual expenditures up to \$1,000. Receipts must be presented for all expenditures except meals and mileage. Meals will be reimbursed at the rate of \$40.00 per day. Mileage will be reimbursed at the current IRS business use rate, upon written statement by the representative of mileage incurred. In addition to expense reimbursement allowed for attendance of the Council meeting, where the representative elects to attend the national meeting, he or she will be reimbursed for the meeting registration (excluding the portion that covers the renewal of annual dues and journal subscriptions), as well as hotel costs and meals for the four convention days.

2. Reimbursement of Officers' travel expenditures to fulfill regional requirements of office.

The Region's President, President Elect, Vice President of the annual meeting (co-vice presidents), and Secretary/Treasurer are entitled to:

- a. A waiver of registration fee for the regional midyear meeting during the officer's term of office.
- b. Room compensation during the regional midyear meeting (providing the adequacy of complementary rooms being provided by the convention hotel). Should complementary rooms not be adequate to provide housing for the above named regional officers, they will be allocated to the officers in the following manner: President, Vice President (co-vice presidents), Secretary/Treasurer, and President Elect. Notwithstanding the former, upon affirmative vote of the Regional Coordinating Committee, the Committee may elect to cover the housing cost of all the forenamed officers.
- c. Upon written representation by an officer's supervisor (e.g. dean, department head) that his or her school does not have travel funds available to support fulfillment of the officer's responsibilities, and by affirmative vote of the Regional Coordinating Committee, the Committee may elect to cover all or part of the meals and travel expenditures incurred by the officer to attend the regional midyear meeting.

Notwithstanding the above policies, representatives to Council and Regional Officers are encouraged to use travel funds budgeted by their affiliated school before applying for reimbursement under this policy.

Approved at the SEAAA Annual Business Meeting, March 27, 2004