

Reimbursement Guidelines for Board Members and Regional Coordinators

Approved April 15, 2018

REIMBURSEMENT STIPENDS

As of Fiscal Year 2019, SPJ Board Members and Regional Coordinators* receive the following annual reimbursement stipends for work and travel done on behalf of SPJ:

President	\$10,000
President-Elect	\$4,000
Secretary-Treasurer.....	\$4,000
At-Large Directors (4)	\$1,500
Board Appointees (2)	\$1,500
Regional Coordinators (12):	\$1,500
Executive/Finance Committee Members**	\$2,500

** THOSE BOARD MEMBERS COMPLETING THEIR TERM AS PART OF THE TRANSITIONAL GOVERNANCE STRUCTURE WILL RECEIVE ANNUAL STIPENDS BASED ON THE PREVIOUS VERSION OF THIS POLICY.*

*** NOT IN ADDITION TO OTHER STIPEND (IF COMMITTEE MEMBER IS ALREADY A BOARD MEMBER). THE HIGHER AMOUNT WILL BE RECEIVED FOR BOARD MEMBERS, AND THE FULL AMOUNT FOR THOSE NOT RECEIVING ANY STIPEND AS THEY ARE NOT MEMBERS OF THE BOARD OR REGIONAL COORDINATORS.*

REIMBURSEMENT GUIDELINES

Board Members and Regional Coordinators receive annual reimbursement stipends for work they do on behalf of the Society. They have a fiduciary responsibility to the Society and stipends should be used strictly for work related to SPJ.

Approved reimbursements include:

- Airfare
- Car rental
- Mileage for personal vehicle (50 cents per mile)
- Lodging
- Meals
- Miscellaneous travel expenses, including parking fees, cab fares and toll fees

The following expenses will not be reimbursed:

- National convention and regional conference registration fees (including meal event tickets)
- Alcohol-related expenses
- Entertainment

The goal of the stipend is to offset travel expenses for board members who travel around the country for SPJ business, as well as Regional Coordinators who travel to the annual convention and around their own regions. All parties should use their best judgment when requesting reimbursements.

Board members and Regional Coordinators should make every effort to stretch the SPJ dollar by using the least expensive form of travel.

Board members and Regional Coordinators are free to secure their own lodging for any SPJ event, however, the reimbursement request should not exceed the rate at the “headquarters” hotel.

Expenses incurred for spouses/significant others are not eligible for reimbursement.

A key word to insert before all eligible reimbursements is “reasonable.” SPJ does not expect volunteers to stay in shoddy hotels and eat every meal at fast-food establishments. Likewise, staying at five-star hotels and dining at expensive restaurants every night similarly are discouraged.

REIMBURSEMENT REQUESTS

Requests should be submitted using an [SPJ expense report form](#) (available at www.spj.org).

Receipts or copies of receipts must be included with all reimbursement requests.

All requests for reimbursement should be submitted within 30 days to SPJ headquarters. Expense reports submitted more than 60 days after the expenses have been incurred shall not be reimbursed, at the discretion of the Executive Director.

The reimbursement stipend timeline runs from the close of the national convention to the close of the following national convention in accordance with board member terms.

Questions about reimbursements or requests for waivers should be directed to SPJ’s Executive Director.