

16.6.3 Financial Disbursement

from Article XVI, Bylaws (6/22/18)

1. Reimbursement for travel of International and Regional officers, Parliamentarian and essential Headquarters' staff by the most suitable and direct route is authorized for attendance at official WBCCI activities. Reimbursement for travel shall not be authorized for IBT meetings associated with the International Rally, nor for Officer travel to, from, or during caravans.
 2. Allowable expenses include the following and are to be supported with receipts, except mileage:
 1. Mileage when traveling by trailer or motorhome up to the mileage rate allowed by the U.S. Federal Government's Internal Revenue Service, for business travel.
 2. Road and bridge tolls.
 3. Overnight parking fees:
- a. The budgeted amount covering in route overnight expenses shall be an average of twenty dollars (\$20.00) per night for each three hundred (300) miles traveled.
- b. The amount of reimbursement shall be the receipted expense or an average of twenty dollars (\$20.00) per night, whichever is the lesser amount.
4. Rally fees (excluding the International Rally).
 5. Travel by common carrier, personal or rental car, motel/hotel at destination.
 1. For budgeted elected officials and appointees only.
 2. Total allowable not to exceed sum of budgeted allowances of first three items (mileage, tolls and overnight parking) above.
 6. Fees for events and meals that are an essential part of a specific rally may be included in the claimed Rally Fees, subject to approval of the International President.
- C. If the official elects to bring a partner to authorized meetings and travels by common carrier, the official will be responsible for the partner's carrier expenses except when the partner is entitled, by elected or appointed office, to common carrier travel reimbursement.
4. Other expenses necessary for good management procedures may be allowable when properly supported and if approved by the International President.
 5. Reimbursement in excess of budgeted amounts may be considered when approved by both the International President and the IBT and supported by justifications and receipts.
 6. Should a Region President deem it necessary for their Region to be represented at a rally within their Region and no Region officer is available to attend the rally the Region President may designate a qualified member of WBCCI to attend as the Region representative.
 1. The designee may be reimbursed in accordance with Policy, Article XVI, Financial Disbursements.
 2. The amount reimbursed to the designee will be charged against a Region officer's budgeted expenses.

7. Region Officers (President, 1st and 2nd Vice Presidents) will be reimbursed based on the budget approved by the IBT for the fiscal year only for attendance at official WBCCI activities.

1. Travel expenses to and from the International Rally are not reimbursable for the Region Officers. Exclusions:

1. Region Rallies and Region Board Meetings within their Region.
2. IBT meetings associated with the International Rally, nor for Officers'

travel to or from or during caravans.

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2. The total allowable travel reimbursement for each Region President will be calculated using a base amount plus an amount per Local Club in that Region.

1. Travel expenses to and from the Mid-Winter IBT meeting will be basis of a submitted budget to the Treasurer prior to July 1 for approval.
2. Such budgeted funds may also be used to fund travel by any other elected Region Officer to the Mid-Winter IBT meeting up to the budgeted amount.
(1/24/19)
3. Reimbursement cannot exceed the approved budgeted amount.
4. Claims will be submitted by Region Presidents directly to Headquarters

within 90 days of travel.

5. Reimbursements from WBCCI are not available to Region officers reimbursed by their Region.

3. Cross funding for reimbursement of authorized travel by a Region's Vice President is authorized with full approval of the Region Officers affected.