

POLICY FOR COUNCIL MEMBERS TRAVEL

In the past, costs incurred for attending Council meetings have been borne by each Council member or his or her organization. Over the past few years, IASSID has helped defray costs by paying for the lodging in the city where Council has met -- and these decisions were made on a year-to-year basis.

To help standardize this policy and to encourage attendance, it has been decided to provide a standard stipend to assist with Council attendance. In 2007, for the May 27-28, 2007 Council meeting in Paris, France, the following policy was established. The amount of the stipends was contingent on the city and distance traveled. Council members were eligible to claim reimbursement of expenses as follows: (1) Travel from within Europe (\$400); (2) Travel from North America/ Middle East (\$600); (3) Travel from South America/Asia/ Australia (\$800). In 2008, as the Council meeting will precede the 13th World Congress, travel will not be reimbursed, but a reimbursement of up to US\$300 has been authorized to defray the additional hotel nights associated with attending the Council meetings. Reimbursement will be provided up to this amount upon documentation of expenses (e.g., hotel invoice).

All reimbursement claims must be submitted via the IASSID Expense Reimbursement Form and be received by the IASSID office by October 15, 2008. As many hotels will be used for the Cape Town Congress, hotel charges for the meeting will not be direct billed and all reservations and miscellaneous charges are the responsibility of each Council member. IASSID will provide meals at the Council meeting and cover the cost of the Council Dinner.

This policy for 2008 applies to Council members attending the old Council meeting on August 25th and the new Council meeting on August 30th. Payment is limited to a total of US\$300 irrespective of whether the Council member attends both meetings.

The policy for 2009 has not yet been established.

The special stipend for individual member representatives is no longer in effect.