

POLICY FOR COUNCIL MEMBERS TRAVEL

In the past, costs incurred for attending Council meetings have been borne by each Council member or their 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. The amount of the stipends will be contingent on the city and distance traveled. For the May 27-28, 2007 Council meeting in Paris, France, the following policy has been established. Council members are eligible to claim reimbursement of expenses as follows:

- Travel from within Europe (\$400)
- Travel from North America/ Middle East (\$600)
- Travel from South America/Asia/ Australia (\$800)

Reimbursement will be provided up to these amounts upon documentation of expenses (hotel invoices, airline/train ticket receipts/ taxi receipts / parking receipts)

All reimbursement claims must be submitted via the IASSID Expense Reimbursement Form and be received by the IASSID office by July 30, 2007. As many hotels will be used for the Paris meeting, 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.

The special stipend for individual member representatives is no longer in effect.

Download [IASSID Travel Claim Form](#)