## **Golden West Region Travel Fund**

Purpose: To establish a Travel Fund to provide assistance to the Golden West Region Officers, Section Officers, and Region Members to attend SWE Annual and Regional events. These procedures serve a critical role in enforcing fiscal responsibility, and are in place to find the balance between preserving funds for the future and promoting attendance at events in the present.

1. Stipend System & Selection Process: The travel fund allows a stipend of $250 maximum to be awarded per person, per event. For example, an applicant could receive $750 in a single fiscal year if awarded stipends to support travel to Region Conference, the ABJ Meeting and Annual Conference. Applicants may apply for smaller amounts if their expenses do not meet or exceed $250. Depending on the funding available and the number of qualified applicants, the Travel Fund Committee may decide to divide available funds among the applicants in amounts smaller than $250 in order to support the maximum number of attendees. Stipends will be awarded according to the Region leadership role ranking defined below. Financial need is not a requirement to apply, and is not necessarily a prevailing consideration in the selection process. However, additional funding sources (such as from an employer or university) shall be reported and considered in the selection of stipend awards.
2. The **Region Travel Fund** may be used by the following (in order of priority) to attend the Annual or Regional SWE events, provided they do not have alternate funding:
	* Region Collegiate Representative & Section Representative
	* Region Senators (Professional & Collegiate)
	* Region Officers
	* Region Council Members
	* Section Presidents (Professional & Collegiate)
	* Section Officers (Professional & Collegiate)
	* Region Collegiate Newsletter Editor
	* Boeing Team Tech Participants
3. **Application Requirements:**
* A written application must be received by the Region Secretary and Region Treasurer at least 15 business days (3 weeks) prior to the event for which funds are requested. Funds will be awarded and reimbursed after the event. Application forms are available from the Region Secretary.
* Applicants must report sources and amounts of additional funding they will receive for the event, such as employer or university sponsorship. If they have applied for funding but have not received confirmation of that funding, the details should be noted in the application and any change in status shall be reported as soon as possible.
* Funding from alternate sources is not cause for exclusion for eligibility from the Travel Fund *as long as the total amount of funding does not exceed the applicant’s total out of pocket costs for the event*. For example, an applicant may receive $300 in support from their employer and $250 from the Travel Fund stipend to contribute to Annual Conference travel costs if the total cost to the applicant is $550 or more.
* Applicants must indicate whether they are sharing transportation or lodging costs and with how many people in order to determine the actual cost to the individual applying for funding.
1. Travel Funds may be used to reimburse lodging and transportation costs. Travel fund money cannot be applied toward event registration costs or food costs. Requests for any additional expenses must be approved by the Region Council.
	* Proof of Registration for the event must accompany the application. Event attendance shall be verified prior to the selection process.
	* Airfare will only be reimbursed if travel to the event is over 250 miles
2. **Volunteering:** Volunteer service at the subject event may be required for eligibility for the Travel Fund, such as working the boutique booth to sell Region merchandise (of which proceeds are used for the Travel Fund). The Region Governor and Secretary will determine the service need and coordinate volunteers. The Region Governor is responsible for excusing this requirement as appropriate, depending on the circumstances of the event and individual participants. Travel Fund applicants shall make all reasonable efforts to be available for volunteer service, if required.
3. Allocations from the Travel Fund shall be determined by the Travel Fund committee, which shall consist of 4 voting members representative of Professional and Collegiate sections plus the Region Treasurer. The Region Treasurer shall be a member of the committee and serve as an alternative voting member if needed to reach quorum or when a regular voting member is also an applicant. The Region Governor may also serve as an alternative voting member in these situations in order to maintain fair and complete selection of the stipend recipients.
4. Disbursement of the Travel Fund:
	* Up to 50% of the total Travel Fund balance at the beginning of the fiscal year may be designated to assist applicants during the fiscal year
5. Additions to the Travel Fund:
	* When the balance of the Travel Fund does not exceed $10,000:
		1. 50% of the Region's portion of the Region Conference overage
		2. 100% of profits raised from Region merchandise sales
		3. All interest earned by the Travel Fund
		4. Any funds authorized by the Regional Council
		5. All donations designated for the Travel Fund
	* When the balance of the Travel Fund exceeds $10,000:
		1. 10% of the Region's portion of the Region Conference overage
		2. All interest earned by the Travel Fund
		3. Any funds authorized by the Regional Council
		4. All donations designated for the Travel Fund
		5. 100% of profits raised from Region merchandise sales
6. The Region Treasurer is responsible for managing the Travel Fund. Responsibilities:
	* Report the balance of the Travel Fund when applications are being considered
	* Make an annual report of the Travel Fund to the Regional Council.
7. These rules governing the Travel Fund may be changed when approved by a majority vote of the Region A Council.
8. In the event of a planned dissolution of the Golden West Region, the assets of the Travel Fund shall be distributed as defined in Region A Bylaws.