

## Travel Policy

Board of Directors members, Advisory Council members, Regional Fair Directors and CSEF volunteers will not be reimbursed for travel costs associated with meetings and events held for CSSF, Inc. or CSEF, with the following exceptions:

1. The Scientific Review Committee is a specialized group that requires additional time and travel commitments for its members. SRC members may request reimbursement for travel using the standard rates as approved by the Board of Directors at the start of the fiscal year by submitting a CSEF Reimbursement Form and attaching related receipts. Members may choose to donate this cost to CSEF and be recognized in the program as a contributor by filing an In-Kind Report.
2. Outreach to regional fairs and schools that is above and beyond the normal operation of CSSF, Inc. Board members, the CSEF Director, and Regional Fair Directors traveling beyond the normal range of their region may be reimbursed for travel using the standard rates as approved by the Board of Directors at the start of the fiscal year by submitting a CSEF Reimbursement Form and attaching related receipts. A written report about the outreach performed must also be submitted.

A traveler is responsible for controlling expenses at a reasonable level and ensuring that CSEF receives adequate value for the amounts expended. Receipts are required for lodging and meal expenses. The standard reimbursement rates are updated each fiscal year and are listed on the CSEF web site.