

## 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 listed below 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 below by submitting a CSEF Reimbursement Form and attaching related receipts. A written report about the outreach performed must also be submitted.

### Standard Rates:

- mileage will be paid at the current IRS rate
- \$100 maximum per night hotel lodging
- actual cost of meals up to \$25 per day