

RMDS Representation to USDF Convention Policy
(Revised November 14, 2015)

- I. Convention Attendees
 - A. The RMDS President will attend the USDF Convention
 - B. The RMDS Vice President will attend the USDF Convention
 - 1. If the Vice President cannot attend the USDF Convention the RMDS Executive Board can elect an Executive Board member to attend in his/her place.
- II. Reimbursement of Expenses
 - A. USDF Convention Registration Fee: Up to \$300
 - B. Hotel Rooms – Up to \$85 per night up to 4 nights.
 - 1. USDF limits the amount to be spent on rooms at \$149 per night plus tax
 - C. Travel Costs – Up to \$400
 - 1. This would cover airfare, car rental, gas, parking lot fees, etc.
 - D. Meal Stipend –Per Diem of \$45 per day up to 5 days
 - 1. If leaving after 12 noon on the day of travel to the convention, the per diem is one-half of \$45, or \$22.50.
 - 2. If leaving before 12 noon on the day of travel from the convention, the per diem is one-half of \$45, or \$22.50.
 - 3. RMDS does not reimburse RMDS Executive Board Members for alcoholic beverages

Other expenses may be considered on an individual basis by the RMDS Treasurer and Executive Board. Examples would be: Attendance to the awards dinners if the GMO wins an award and needs representation to pick up the award: Internet connections in the rooms if there is RMDS business going on in Colorado that the attendee needs to stay aware of: Parking of vehicle at host hotel if rental car or personal car is used: Flight cancellation which results in an additional night for a hotel room for which the airlines do not cover.

- E. All expenses will not be reimbursed without proper receipt documentation
- F. A RMDS Reimbursement Form (can be downloaded from RMDS website) must be filled out for all reimbursement requests and submitted to the RMDS Treasurer within the same year attended the USDF Convention.

Approved at BOG 11/14/15