

**PERSONNEL
EXPENSES**

Executive Director Unbudgeted Travel

There may be an occasion for the Executive Director to attend a meeting or conference that was not budgeted for in advance. When it is determined by the Executive Director that he/she must attend a meeting or conference that was not budgeted, the following procedure shall be followed:

1. The Executive Director shall consult with the Director of Finance and Operational Services to determine if there are sufficient funds available in the budget to pay for the expenses. The Director of Finance and Operational Services shall respond in writing.
2. The Executive Director shall advise the President immediately of his/her travel plans.
3. The Executive Director shall advise the Audit committee about the trip at its next scheduled meeting.
4. The Expenses shall be included in the annual report of aggregate staff expenses.

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