

**GOVERNANCE PROCEDURES  
AUDIT COMMITTEE**

Approval of Unanticipated Out of State Travel for Officers

In determining which officer(s) shall attend any outofstate conference or meeting, not included in the annual approval of conference attendance by the Audit Committee, the President shall:

- A. Make the determination of who shall attend, after consultation with the Executive Director and Director of Finance and Operational Services to confirm that sufficient funds are available to cover the costs of designated attendance at the conference or meeting, and;
- B. Provide this information to all members of the Audit Committee within 10 days of the decision.

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