

Policy # 30 - State Funded Travel & Training Policy

This policy is to outline the purpose of this fund, the budgeting process and also the request and approval processes.

1. These funds are to allow ABATE of WA members to attend other Motorcycle Rights Organization (MRO) events and meetings for the purpose of bettering ABATE of WA. Also the fund is available for other training, as deemed necessary.
2. ABATE will establish funds in the annual budget process at the October Board of Directors meeting. The budget will be approved by a simple majority vote.
3. These funds will reimburse expenses requested by applicants; subject to the limitation defined and approvals granted.
4. Reimbursement must be in accordance to ABATE of WA State and Local Standing Policy #23 Qualifications for Reimbursement.
5. The funds are limited and where possible member and/or chapter expense sharing is encouraged. Such data relating to expense sharing should be included on the request form.
6. The member is required to complete the State Funded Travel and Training Request form and submit the form to their Chapter Coordinator.
7. The Chapter Coordinator will verify that the member is in good standing and send the completed form to ABATE of WA's mailing address. Also noting recommendations as deemed appropriate.
8. The State Treasure will verify availability of funds:
 - If funds are not available, the State Treasure will inform the Chapter Coordinator, who will inform member.
 - If funds are available, the State Treasure will forward request form to the State Coordinator and the State Secretary.
9. The State Secretary will add the request to the next Executive Committee meeting agenda, as new business, and will bring copies for committee members. Also the State Secretary will contact applicant to inform them when the Executive Committee will hear their request. The applicant will have the option to attend the meeting to speak to their request.
10. The Executive Committee will vote based on how the applicant's request will benefit ABATE of WA. If applicant is present at meeting, they will be asked to leave during the voting process. If applicant is not present, the State Coordinator will contact applicant to inform them that request has been approved or disapproved.
11. All members using this fund are required to submit in writing a report about their trip to ABATE of WA's Newsletter Editor, State Coordinator, and Treasurer within 60 days of their return. Reimbursement will not occur until report is received.
12. Travel requests approval process must be completed prior to incurring travel expenses or reimbursement will be denied.