



APIC SOUTHERN OREGON & WASHINGTON

Policy/Procedure

Policy/Procedure #: 01

Subject: Travel Funds to APIC National Conference

Effective Date: 1/10/2019

BOD Sponsor: Treasurer

Approved By: OSWAPIC BOD 2019

Approved Date: 1/10/2019

Revision Date: Next Due 1/2022

Policy

1. Travel funds availability may vary year to year. The number of awardee(s) and fund amount will be determined by the Association for Professionals in Infection Prevention & Epidemiology-Oregon & Southern Washington Chapter (OSWAPIC) Board of Directors (BOD), budget planning session.
2. Travel funds may be used for any items that directly relates to traveling to and attending the APIC National Conference (including but not limited to airfare, registration, parking, lodging, etc).
3. Awardee of the travel funds are required to present learning to the OSWAPIC chapter within 6 months. OSWAPIC BOD may consider extenuating circumstance.
 - I. Failure to do so will result in IRS Form 1099 be issued to awardee
4. Travel funds may be awarded to BOD members as determined by the OSWAPIC BOD during the budget planning session. Allocated funds will be offered in the following hierarchy. If an awardee declines travel award, offer will be presented to next in succession.
 - I. Chapter President
 - II. Chapter Treasurer
 - III. Chapter Secretary
 - IV. Chapter Director (2nd year of term)
 - V. Chapter Director (1st year of term)
 - VI. Chapter President-Elect
 - VII. Chapter Treasurer-Elect

5. Travel funds may be awarded to chapter members as determined by the OSWAPIC BOD during budget planning session.

Purpose

Support the mission and continuing learning of OSWAPIC members.

Procedure

1. OSWAPIC Board of Directors will determine number of awardee(s) and fund amounts during budget planning session.
2. Awardee(s) will complete required documentation as determined by Chapter Treasurer.
3. Awardee(s) will present learnings to chapter members
 - a. Failure to do so will result in receiving a 1099 (Taxable Income) from the chapter

Attachments & Related Forms

1. Expense Disbursement/Invoice Form
2. IRS Form W-9