

**SOUTHEAST CHAPTER  
of the  
AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES**

**Travel Reimbursement Policy for Chapter Officers**

- I. Pursuant to the SEC-AAAE bylaws, Officers shall be defined as the Immediate Past President, the President, the President-Elect and the Secretary/Treasurer.**
  
- II. Travel expenses associated with the attendance at meetings and conferences at which Chapter Officers are required to be present are the responsibility of the individual Chapter Officer's employer. All applicants for Chapter offices shall be provided a copy of this Travel Reimbursement Policy and be required to submit to the Chairman of the Nominating Committee a statement of support from their employer for the time and travel expenses for the member's entire period of service [Four (4) years under normal circumstances].**
  
- III. The aforementioned notwithstanding, the Chapter recognizes travel expenses for the four-year period of service can be costly, especially during the term of office for President. For this reason, the following annual travel expense allowances are hereby established and may be utilized by an Officer:**

Immediate Past President.....	\$1,000
President.....	\$4,000
President-Elect.....	\$1,000
Secretary/Treasurer.....	\$1,000

- IV. Travel allowances are subject to the following:**
  - 1. The allowance may be used for the Officer's reimbursement of allowable expenses only. Allowable expenses are defined as air transportation (coach airfare), associated ground transportation, hotel accommodations, and personal meals.**

**2. Reimbursement may be approved for the following meetings:**

**All Officers:**

**Regular and Special Call Board of Directors' Meetings.**

**SEC-AAAE Annual Conference Planning Committee Meetings.**

**National AAAE Annual Conferences**

**AAAE Chapter Officers Meeting**

**President:**

**Meetings for all Officers**

**Fall and Winter AAAE National Board of Directors' Meeting**

**Only those meetings listed above for stated offices shall be reimbursable.**

**V. Reimbursement Procedure:**

- 1. All requests for reimbursement shall be submitted to the Executive Secretary. The Executive Secretary will review the request for compliance with this Program. The Executive Secretary will then proceed with processing the reimbursement.**
- 2. As part of the Chapter's Annual Audit, the Travel Policy and the reimbursements shall be included. In the unlikely event there is a discrepancy, the Board of Directors may request a reimbursement be repaid to the Chapter.**
- 3. The Travel Reimbursement Policy shall be reviewed annually to determine its financial feasibility or other limitations as necessary.**

**VI. Conference Registrations**

- 1. All Chapter Officers shall be provided complimentary registrations for the SEC-AAAE Annual Conference and the AAAE/SEC-AAAE Finance and Administration Conference.**

**The SEC-AAAE Chapter Officer Travel Reimbursement Policy complies with ARTICLE VII – POLICY DECISIONS, of the Amended and Restated Charter and Bylaws of the Southeast Chapter of the American Association of Airport Executives adopted September 19, 1995 and amended February 22, 2004. This policy is subject to annual review and approval by a majority vote of the voting members present at the SEC-AAAE Annual Meeting.**

**Dated this 21<sup>st</sup> day of June 2004.**

**THE SOUTHEAST CHAPTER OF THE  
AMERICAN ASSOCIATION OF  
AIRPORT EXECUTIVES**

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**Parker W. McClellan, Jr., A.A.E.  
President**

**POLICY SERIAL NUMBER**

**001-2004**