



AASAP

ARKANSAS ASSOCIATION OF
STUDENT ASSISTANCE PROGRAMS

POLICY MANUAL

AASAP POLICY MANUAL

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AASAP POLICY MANUAL

I. **POLICY MANUAL**

The intent of this manual is to provide guidance, stability, and continuity to the Executive Committee of AASAP. The president shall assign a member of the Board to be the custodian of the Policy Manual.

The custodian's responsibility shall be as follows:

1. To reflect changes and additions to the Policy Manual as directed by the Board.
2. To ensure that each member of the Board has an updated copy of the Policy Manual
3. To provide, upon request, information regarding AASAP policies contained herein to the general membership

Modifications and Amendments: This manual may be revised, modified, or changed upon the approval of a majority of the members of the Board. (**NOTE:** This is interpreted to mean a majority of board members in attendance after a quorum of the board is determined).

II. **RULES OF ORDER**

A. Roberts Rules of Order (Revised Edition) shall be the parliamentary authority of all proceedings of The Association unless otherwise specified in the Constitution.

B. The President shall appoint a Parliamentarian prior to each meeting of the Delegate Assembly.

III. **EXECUTIVE COMMITTEE MEETING**

The Executive Committee shall meet a minimum of four times annually. Official meetings of the Board shall be conducted on the following schedule:

1. Annual Fall Conference Board Meeting
2. Winter Board Meeting
3. Spring Board Meeting
4. Summer Board Meeting

Executive Committee meetings held in conjunction with fall conference shall be for a maximum of one half day. The winter, spring, and summer board meetings shall be for a maximum of one day.

The President shall determine the site of the winter, spring and summer board meetings.

By a majority vote of the Members of the Board, (a) a regularly scheduled Board meeting may be canceled, postponed, prolonged, or otherwise altered and (b) special meetings of the Board may be called.

IV. **CONFERENCES**

Traditionally the Association conducts three events per year: the Annual Fall Conference, TRiO Day and Spring Leadership. Institutions wishing to host an Association Conference/meeting should submit their invitation in writing to the Executive Committee seven (7) days prior to the annual fall conference. Funds are raised through membership dues, conference registrations, and various fundraising activities.

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Annual Fall Conference. The purpose of the Annual Fall Conference is to provide professional development, receive updates on TRIO issues, conduct the business of the association, and to raise funds for the operation of AASAP. The Fall Conference is usually held in October at a conference hotel determined by the Executive Board and is under the direction of the AASAP president-elect or a board appointed designee.

TRIO Day. TRIO Day is an event held in connection with National TRIO Day. TRIO Day is meant to focus attention on the needs of disadvantaged young people and adults aspiring to improve their lives, to the necessary investment if they are to become contributing citizens of the country, and to the talent which will be wasted if that investment is not made. We also focus on TRIO Advocacy and try to reach out to our stakeholders to tell them more about TRIO. The event is typically held the last Saturday in February and rotates to a different host institution each year.

Spring Leadership. The purpose of Spring Leadership, usually held in April, is to provide leadership development to TRIO personnel or other programs serving the same population. The event rotates to a different host institution each year.

Fall Conference . When possible, the President and the Conference Chairperson shall receive complimentary hotel accommodations and conference registration. The general duties of a conference chair are detailed in the constitution.

Suggestions for Organizing AASAP Conference Finances

The purpose of these guidelines is to provide fiscal accountability for AASAP, fiscal flexibility for conference committees, and clarification of associated responsibilities.

1. Budget & Expenditures

- A. Upon approval by the Board of a written conference budget, AASAP will provide the conference committee a budget for conference expenses.
- B. The conference committee will include a full accounting of expenditures from the conference account, including receipts for all expenditures, in its final conference report.

2. Registration & Membership Lists

- A. Conference registration forms and checks will be sent to the AASAP treasurer for deposit in the AASAP general account.
- B. The registration checks will be made out payable to AASAP.
- C. The treasurer will track the registrations, including new memberships.
- D. A 10% late fee will be imposed on registrations not received within 30 days after the conference.

3. Reconciliation of Expenditures

- A. The conference chair and the treasurer will reconcile the treasurer's deposits and the conference committee's expected revenue from registrations, etc.
- B. The treasurer will provide the conference chair a full accounting of all conference expenditures from the general account for inclusion in the conference final report.

4. Reports, Records, & Outstanding Items

- A. The conference committee's final report will include an accounting of all conference revenues and expenditures and will be presented to the AASAP Board not later than the winter board meeting after the conference.

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- B. Conference records will be turned over to the treasurer when the conference committee's final report is approved by the Board.
- C. The treasurer will pursue outstanding debts and pay appropriate refunds and outstanding bills for the conference after the conference committee's final report is approved unless directed otherwise by the Board.

V. BOARD COMMUNICATIONS

AASAP Representatives shall organize an efficient, functional method of communication among association members. This method may include telephone, mail, email, listserv, and internet communication.

VI. NOMINATING COMMITTEE

The President appoints the chair of the nominating committee that shall be composed of a minimum of three additional persons selected by the chair. These members shall represent the region geographically.

The duties of the Nominating Committee are as follows:

1. Establish a timeline for conducting the nomination process.
2. Hold nominating meetings at Fall conference.
3. Select a slate of candidates for each constitutional office standing for election by requesting nominations from the membership at large. The Nominating Committee makes every effort to present a minimum of two nominees for each position standing election.
4. After a person has been nominated, the Nominating Committee will:
 - a. Inform the person of his/her nomination
 - b. Explain the requirements of the office, such as: attendance at official Board Meetings; expenses, if any, relating to the position; travel and time commitment of the office; etc.
 - c. Confirm that the person accepts the nomination
 - d. Encourage the nominee to campaign among members of the Association
5. In the event that no person is nominated or accepts the nomination for a particular office, the Nominating Committee will conduct a search of the membership for candidates.

VII. VOTING PROCEDURES

Members attending fall conference may vote. All AASAP members shall elect the President-elect, Secretary, Treasurer, (2) AASAP Representative and (2) SWASAP Representative.

Tallying the Votes

1. After voting has ceased, the chair of the Nominating Committee will select a minimum of three additional persons to assist in counting the ballots.
 - a. The chair shall call out the votes, and the first assistant shall verify that the name is correct.
 - b. The second assistant shall record; the vote on a tally sheet and the third assistant shall verify that the vote was correctly recorded.
2. The chair of the Nominating Committee shall inform the president of the election results. He/she shall notify each candidate of the outcome of the election prior to announcing the outcome to the general membership of the Association.

VIII. BUDGET

A. Preparation of an Annual Budget

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The Budget Committee shall prepare a preliminary budget for the next fiscal year and should be presented at the annual conference board meeting. An annual budget shall be prepared and presented for approval by the Board at the first official board meeting following the annual conference. The budget shall divide association income and expenditures related to different activities into separate budget categories as is necessary to meet obligations and to comply with standard accounting practices.

B. Report Periods

The Association's fiscal year is January 1st through December 31st. All Association Membership classifications coincide with this period. For the purposes of collecting dues the Association's membership (individual and institutional) year is September 1st through August 31st.

C. Basic Budget Items

The AASAP budget is comprised of specific line items that represent committees, offices, activities, etc. that generally require the receipt or expenditure of AASAP funds to function. It is not necessary to allocate funds to each line item in each year's budget. It is recommended that any additions or subtractions of any line item categories be approved by the board.

D. Budget Modifications

As required by changes in the Association, financial position or priorities, budget modifications, may, from time to time, be recommended by the Budget Committee and approved by the Board.

IX. FINANCIAL REPORTS

A. Budget Committee Chair Report

Reports of the current budgetary status of the Association will be prepared for each regularly scheduled Board Meeting and distributed to the Board. The Budget Committee chair report shall include approved budgetary line item amounts, actual line item expenditures, encumbered line item expenditures and fiscal year to date spending. Reports should include any budgetary recommendations necessary to maintain a balanced budget. The Budget Chair will provide reconciled bank statements at each Budget Committee and AASAP Board Meetings.

B. Treasurer Report

The Treasurer will provide a detailed itemized listing of all fiscal transaction at each Budget Committee and AASAP Board Meetings. This listing shall begin with the most recent unreported activity and include the most recent transactions. In addition, the Treasurer shall prepare and present a summary of all account transactions on each budget line item to the membership at the annual conference. The Treasurer should provide the board with a listing of any outstanding debts to the association at each board meeting.

Inquiries Concerning Financial Reports

Board members having questions concerning AASAP's financial reports shall relay those questions to the President. The President, Treasurer, Budget Chair, and

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AASAP Accountant shall review the questions and prepare a reply. All inquiries must be responded to within thirty (30) days of the inquiry date.

C. Reports to the Internal Revenue Service

Regular financial reports will be prepared by the Treasurer, Budget Chair, and AASAP Accountant and submitted to the IRS as required by the reporting schedule of the IRS. The Treasurer's and Budget Chair's regular reports to the Board should include verification of the submission of these reports. A list of financial timelines is listed in Appendix B.

The Budget Committee reports to the Executive Board include verification of the submission of these reports. A list of financial reports is listed in Appendix B.

X. RECEIPT AND DISBURSEMENT OF AASAP FUNDS

A Bank Accounts

Without the specific approval of the Board, individuals are not authorized to open an AASAP bank account. No person shall open any bank account or use any existing account as a depository for AASAP funds without the specific approval of the Board. All recommendations on banking options should be referred to and proposed by the Treasurer for approval.

1 General Account

The AASAP General Account shall be used for the general receipt and disbursement of AASAP funds.

B Receipt of Funds

Monies received shall be deposited by the Treasurer or his/her designee in the account authorized by the Board. Receipts must be written at the time of the transaction. Monies shall be secured by regulations set forth by the bonding agency.

1 Custody and Safekeeping of Collections

- 1 The Treasurer is responsible for receiving all funds on behalf of the Association. Anyone receiving funds on behalf of the Association must notify the Treasurer immediately and will be held accountable for such funds until the funds are received by the Treasurer.
- b The Treasurer shall collect funds and write receipts on behalf of the Association.
- c The Treasurer may assign a designee to assist with this process. It is recommended that the designees be bonded members of the Association. It is the responsibility of the Treasurer to reconcile all monies collected and receipted.

2 Personal Checks

Personal checks will be cashed ONLY with the approval of the Treasurer.

3 Bad Checks

Checks are accepted by AASAP subject to the maker's bank honoring demand for payment. If a check is not honored, it is the responsibility of the Treasurer to use all reasonable diligence to collect the amount due including a processing fee

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charged by the Association. To clear this obligation, payment must be made by money order or cashier's check. The owner of a personal bad check will not be allowed to write another personal check to AASAP until the outstanding balance including fees is paid.

4 Invoices

Invoices are to be issued ONLY by the Treasurer. Invoices for conference registration shall only be issued if an institutional purchase order with signatures accompanies the request. If an invoice is not honored, it is the responsibility of the Treasurer to use all reasonable diligence to collect the amount due including a processing fee charge by the Association.

5 Clearing Indebtedness

The AASAP Treasurer will initiate action to collect funds owed to AASAP. The president will act as collection agent for outstanding debts to AASAP owed by members when notified by the Treasurer of inability to collect funds. The Association will be held accountable for outstanding debts owed by members.

C Disbursal of Funds

Pursuant to authorization, all general account vouchers shall be approved and signed by the Treasurer and the President. In instances where payment is being made to the President, the Treasurer and Secretary have signature authority. In instances where payment is being made to the Treasurer, the President and Secretary have signature authority. If the Treasurer is unavailable or is unable to perform this function, the President or Secretary may do so in his or her stead. No disbursement shall be made except with presentation of an AASAP voucher and either of the following: a written invoice with the original receipts attached; or to meet an on-going contractual obligation, evidence by written documentation. If original receipts are not available original support documentation and written statement indicating sole reimbursement will be accepted.

1 Approval of Disbursements

General Account

Prior to payment, the budget line account against which payments are to be made shall be affixed to the file copy of the invoice and signed by the appropriate committee chairperson. Upon payment, the date of payment and check number shall also be affixed to this file copy. No payment shall be made without an inspection by the Treasurer. The Treasurer will determine that the cost is allowable and that the proper account number has been requested. All vouchers will require the Treasurer's approval as well as the President's approval.

2 Personal Orders

AASAP shall not purchase any goods or services for the personal use of Board members.

3 Expenditure Limitations for All Accounts or Expenditures in Excess of Budget

General Account

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At no time shall the Treasurer approve the disbursement of funds against a particular budget line item that causes expenditures in that account to exceed the annual budgeted amount for that line item without prior approval of the Board. Requests for approval must be submitted in writing to the Budget Committee. The Budget Committee will make a recommendation to the AASAP Board.

4 Advancements

AASAP advancement of funds for supported functions shall be upon Board Approval.

5 Debit /Check Card

The AASAP debit/check card shall be used at the discretion of the AASAP Executive Committee for the purpose of transacting AASAP business.

The AASAP Treasurer shall be issued bank cards for the purpose of transacting AASAP business. Transactions shall only be for allowable expenses. All transactions with the bank card shall be reconciled using the bank card reconciliation form and sent with original receipts to the Treasurer for approval and record keeping purposes.

D Refunds

AASAP will issue registration refunds for the Annual Conference, Workshops, etc. according to the following guidelines:

- 1 Full refunds will be made if a written/faxed request is received by the registration chairperson at least 30 days prior to the first day of the event.
- 2 A refund of 50% will be made if a written/faxed request is received by the registration chairperson less than 15 days prior to the event.
- 3 No refund will be made for requests received less than 15 days prior to the event.
- 4 All refunds will be processed after the approval of the board at the first board meeting after the annual conference.
- 5 Refund requests that affect discounted multiple registrations may cause a loss of the discount(s) for that program/institution. Any such discount adjustment will be paid by the program/institution prior to refund or deducted from the amount to be refunded.
- 6 Refund statements shall be outlined in all registration materials.
- 7 Any special refund policy exceptions to be made due to severe weather (without prior warning) shall be established by the Budget Committee and approved by the Executive Committee. Therefore, any policy exception should be made as soon as notice is received of pending severe weather and prior to, if possible, the first day of the conference. However, no refunds shall be made for any event if the Treasurer receives written/faxed request after the first day or event.

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- 8 Special exceptions for lack of appropriate and timely notice due to severe illness or death shall be made on an individual basis. To consider requests, the Treasurer must receive a written/faxed request

XI. **ANNUAL AUDIT OF FINANCIAL RECORDS**

AASAP shall have an annual external audit conducted at the close of each fiscal year. The audit will be conducted according to generally accepted auditing standards. The Treasurer is responsible for providing all required documents to auditing official on or before February 1.

XII. **TRAVEL**

The basic policy regarding travel expense reimbursement for the AASAP Board and others acting on behalf of AASAP is that the individual traveler should neither gain nor lose personal funds as a result of travel assignments. Thus, each traveler is reimbursed for all expenses incurred in connection with these policies and with any specific policies governing the Association. Individuals are strongly encouraged to obtain travel funds from alternative sources before submitting requests for reimbursements and to use the most economical mode of transportation.

Claims for travel reimbursement can be approved for items of **actual expense** which are incurred in connection with the official duties of the traveler, and within the limits and restrictions of the regulations herein. With few exceptions, all claims for travel reimbursement must be made by the traveler, and payment will be approved for the traveler's expenses only.

The following travel regulations are applicable to members of AASAP Board, ELI participants and AASAP TRIO Achiever:

- 1 The Executive Boards travel to SWASAP board meeting are the responsibility of AASAP. This includes air/ground travel, meals/*per diem* and other expenses incurred in connection with the official duties of the traveler.
- 2 SWASAP is responsible for AASAP Board lodging.

Other activities sponsored by the associations that directly affect the member can become the responsibility of the Region with Board approval.

A **Travel Authorization**

- 1 President's Travel – All Presidents' travel shall have a significant and demonstrable business purpose in the advocacy of educational opportunity.
- 2 Officers' Travel – All travel of other officers shall have a significant and demonstrable business purpose and shall be approved by the President with documentation to the Treasurer.
- 3 Other Travel – All other travel shall have a significant and demonstrable business purpose and shall be approved by the President with documentation to the Treasurer.

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B Travel Administrator

The AASAP Treasurer has been designated as the Travel Administrator. The responsibilities of the Travel Administrator are:

- 1 To authorize the traveler to conduct business outside the employee's official station by approving the Request of Authorization of Travel Expenses at least ten business days prior to travel.
- 2 To be cognizant of the costs for employees to attend seminars, meetings, and training institutes. The Travel Administrator also has to be familiar with reasonable travel costs and with the state and AASAP's travel regulations and policies.

C Air Travel

- 1 Domestic air and rail travel is reimbursed on the basis of the actual costs of transportation used by the traveler. Coach must be utilized on all occasions. Every effort must be made to secure the most cost effective prices for travel.
- 2 Earnings of bonus credit (frequent flyer points) for AASAP personnel travel should be deemed as a reward and rendered to the traveler for time and service given to the Association.

C Automobile Travel

1 Private Automobile

- a All AASAP representatives who are traveling on official business to those cities served conveniently by airlines are expected to use that means of public transportation rather than travel individually by automobile.
- b When travel by private automobile is desirable to save time, to transport equipment, or to reduce the cost for a number of persons traveling to the same destination together, reimbursement shall be at the rate determined by federal policy, limited to an amount equal to the lowest-cost air fare, plus mileage to and from the airport. This mileage allowance covers all transportation and operating costs.
- c The maximum mileage allowed will be by the shortest major highway route. Whenever automobile mileage is claimed for "Official Business" travel, the shortest distance to the destination should be claimed.
- d NO REIMBURSEMENT SHALL BE MADE FOR THE COST OF REPAIRS FOR MECHANICAL FAILURE OF THE VEHICLE, TICKETS, FINES, ETC. WHETHER THEY RESULT FROM THE TRAVELER'S ACTS OR THE ACTS OF OTHERS.
- e The Travel Administrator is not responsible for determining whether the traveler is properly insured while using the privately-owned or rented vehicle while on official business.

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- f In the event that more than one member travels on official business in the same vehicle, reimbursement for mileage may be claimed **only by the owner** of the vehicle.

D Other Transportation

Taxi fares or shuttle including gratuities, shall be reimbursed. This transportation includes taxis between hotels and railroad stations or airports, between appointments, and between hotels and temporary places of duty.

E Lodging: Hotels and Motels

- 1 For the purpose of these regulations, the travel day shall be deemed to commence at 6:00 a.m. and end the following morning at 6:00 a.m. The days' expenses may include: breakfast, lunch, dinner, and one night's lodging.
- 2 Authorized travelers/guests should use standard accommodations. It is anticipated that if a traveler is attending a meeting he/she shall stay at the hotel at which the meeting is held unless a lesser cost is obtained. Receipts must be submitted for lodging expenses related to the purpose of travel for reimbursement.

F Meals

Authorized association activities through committees, liaisons, or tasks forces shall reimburse participants for reasonable meal costs. Maximum meal cost shall not exceed the federal per diem rate per day for board members. If traveler is claiming the federal per diem rate for meal expenses no receipts are required but an agenda must be submitted.

Any expenses exceeding federal per diem amounts or replaces a free meal may be reimbursed if accompanied by a written, reasonable explanation. (If questionable, reasonableness of expense will be determined by the Budget committee.) Please note that official association business meetings that include food purchases should be reimbursed or charged as such. These events are not travel expenses, however they may reduce eligibility to claim per diem reimbursement for meals.

G Registration Fees

Registration fees for conventions and meetings are allowable expense items for Executive Officers and Board members with Board approval or as outlined in the association by-laws. Whenever possible, registration fees should be prepaid by sending a completed registration form along with an approved Travel Form indication the amount to be paid in the "Prepaid Items" section of the form. Registration fees can be included on the reimbursement form, if not submitted for prepayment, when evidenced by a receipt of canceled check or credit card statement.

H Travel Advances

Travel advances are pre-approved by the President for special AASAP assignments that warrants travel if you do not have other means of securing travel arrangements. However, members are expected to secure payment arrangements within a reasonable time after receiving an advance to prevent the need for an advance on the next trip. Cash advances in amounts anticipated to cover expenses of a trip are available upon request if submitted in a timely manner. A travel advance affidavit

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and an application for travel advance funds must be completed and approved by the Board. When travel has been completed, a travel advance voucher must be submitted with receipts for either reimbursement for additional funds expected or to return unexpended funds. NO TRAVEL ADVANCE WILL BE ISSUED UNTILL THE PRIOR ADVANCE HAS BEEN CLEARED AND APPROVAL HAS BEEN RECEIVED BY THE BOARD.

I Miscellaneous Travel Expenses

- 1 Other expenses associated with normal travel which shall be reimbursed include the following: ferry, bridge, tunnel, and reasonable parking charges are allowed with receipts in addition to the mileage allowance.
- 2 Internet and telephone cost including those necessary to obtain transportation and hotel reservations. Receipts and/or supporting documents are required.
- 3 Expenses associated with gratuities for meals, baggage handling and storage, clerical and stenographic charges, locker and storages charges to the extent that such gratuities do not exceed 20% of meal costs and per diem.
- 4 Cost of travelers or cashier's checks for travel advances, clerical and stenographic service for transcribing notes or preparing reports that cannot be delayed until after completion of the trip, and postage for business related mail.
- 5 Travel expenses not normally reimbursable include the following:
 - a Costs incurred by failure to cancel transportation or hotel reservations
 - b Fines for automobile violations or personal misconduct
 - c Lost or stolen tickets, cash, or property
 - d Travel accident insurance premiums
 - e Expenses for individuals related to membership in clubs, social, or community organizations.
 - f Dues for individuals to professional organizations.
 - g Holiday cards or other similar printed greetings to individual constituents.
 - h Alcoholic beverages.
 - i Expenses of events which primarily celebrate the anniversary, wedding, or other significant moment in the life of an individual member.
 - j Gifts or gratuities given to host or hostess when traveler stays with such a party in lieu of commercial lodging.
 - k Movies, spas, saunas, etc.
 - l Costs normally associated with attending the association Annual Conference that is reimbursable by other sources (travel, lodging, meals, etc.) unless approved by the Board.

J Restrictions on Travel Reimbursements

- 1 **Receipts** -- Original receipts are required for lodging, registration, fees, rental cars, parking, phone calls, taxis and shuttles, and commercial travel. Commercial travel includes airlines, travel agencies, boat, train, and bus lines. In addition, receipts must be obtained for all miscellaneous expense items. Lost or missing receipts will be handled on an individual basis by the Travel Administrator in accordance with general accounting procedures.

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- 2 **Lodging** -- Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single-room rate must be noted on the receipts. If the total charge exceeds the single room rate, members occupying the same room must share equally the cost of the room. The receipt should show zero balance due or proof paid.
- 3 **Non-reimbursable items** – No reimbursement is allowable to any traveler for personal entertainment, alcoholic beverages, valet services, flowers, laundry or cleaning. **Reimbursement may not be claimed for free meals, lodging or any items provided by individuals or any organization. Meals included in a registration fee payment may not be claimed again in *per diem* costs.** Reimbursement may not be made for lodging in a private home.
- 4 **Reimbursement Claim** – Upon return from an authorized trip, the traveler must file a “Travel Expense Reimbursement” form within 30 days. The form must include the signature of the traveler. Original receipts of lodging, registration fees (if not prepaid), agenda for prepaid meals and parking charges are to be attached. If a personally owned vehicle is used, the form must include miles traveled. Travel within the destination city or vicinity travel for official business should be listed separately.

K Travel Approved for Officers and Board Members as budgeted by the Budget Committee and availability of funds.

- 1 The President and/or board approved designee may be advanced or reimbursed with Board approval for travel to the following:
 - a AASAP Board of Directors meetings
 - b AASAP Conference
 - c COE Board meetings and COE Conference
 - d Policy Seminar and Leadership Conference
 - e SWASAP Board meetings
- 2 AASAP Board members will be reimbursed for lodging to the following;
 - a AASAP Board of Directors’ meetings
 - b Other board approved travel
- 3 AASAP Committee members (who are not Board members) may be reimbursed for travel to the following:
 - a AASAP Board of Directors (Committee Meeting)
 - b Other board approved travel

XIII. **AASAP Policy Seminar Guidelines & Policy**

Purpose of Policy Seminar:

COE (Council for Opportunity in Education) is the national organization, headquartered in Washington, D.C., which represents institution of higher education, administrators, counselors, teachers, and students in the federal TRIO programs across the U.S. COE’s principal concern is sustaining and improving educational opportunity program services, and advancing equal educational opportunity in America’s colleges/universities. The

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COE Policy Seminar enables participants to learn how to impact federal policy as it affects low-income students and to visit congressional representatives and their staff.

Role of State President:

- Inform constituents of the importance of the Policy Seminar
- Solicit and select Policy Alumni to attend Policy Seminar – make travel arrangements for selected alumni -
- Schedule Congressional visits for Policy Seminar
- Serve as Team Leader at Policy Seminar
- Follow-up with thank-you letters to Congressional members

*note that the state president is responsible for making sure the above duties are carried out, they may select others to assist or perform the actual duties

Inform constituents of the importance of the Policy Seminar

State Presidents should stress the importance of the Policy Seminar and encourage state members to get involved. Involvement can include: nominating alumni to attend Policy Seminar, contacting state and federal officers to express the positive effects of TRIO, attending Policy Seminar and inviting state and/or federal officers to visit your programs.

Standard Guidelines

1. Budget

AASAP President Travel

AASAP will support travel expenses for AASAP Presidents to attend the leadership institute, the policy seminar, and the Department of Education seminar up to the amount in the annual budget. State presidents must receive approval from the board to cover expenses that exceed the budgeted amount. Refer to Policy #7 for reimbursement procedures.

2. Calendar Guideline

- Send out notification for constituents to identify possible alumni – January 10th
- Deadline for constituents to submit information on possible alumni – February 5th
- Request advance from AASAP treasurer to cover travel expenses – prior to February 10th (usually takes place at Winter board meeting)
- Identify selected alumni – February 10th
- Make Travel Arrangements by – February 25th
- Complete Policy Registration by – early deadline for lower rate

Schedule Congressional visits for Policy Seminar

State presidents are responsible for scheduling congressional visits for your team. You will receive an email from COE requesting that appointments be confirmed by a particular deadline. The deadline is usually around March 10th. COE also provides you with tips for scheduling congressional visits as well as a list of names, phone numbers

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and emails of your congressional members if needed. This information may also be obtained from your state legislative website.

Serve as team leader during policy seminar

State presidents are expected to serve as a team leader at the policy seminar. The responsibilities of the team leader are:

- Attend a Team Leader Orientation usually scheduled for Sunday night of the Policy Conference
- Plan and hold a short meeting with your Team members prior to hill visit, to share information and plot strategy for hill visits.
- Insure that the Question and Answer form (provided to you at orientation meeting) is completed for each visit.
- Report consolidate information gathered from Question and Answer form to AASAP president following the visits

Follow-up with thank-you letters to congressional members

Send follow-up thank-you letters to the congressional members during the week of March 31st

XIV.

Contractual Services

A Consultants

A consultant is an individual who is engaged to give professional advice or services for a fee, but not as an employee of AASAP. The term includes paid guest lecturers and other paid guest speakers.

- 2 Volunteer Consultants – Volunteer consultants should not incur additional expenses as a result of working for or providing services for the Association. When additional expenses are incurred and approved by the AASAP President or his/her designee, the volunteer consultant will be reimbursed by the Association.
- 3 Approval Requirements – A written contract/letter shall be on file with the President and the appropriate committee chairperson. This contract/letter will include the individual's name, specific duties, title, time commitment, projected payment rate, and expense categories to be covered (i.e. travel, hotel, meals, etc.).
- 4 Consultant's Reports
 - a The variety of possible consulting agreements is too great to permit hard and fast rules on submissions of written reports by consultants. In some cases, such as guest lecturers, a written report might serve little or no useful purpose. In other cases, the very reason for hiring the consultant might be to obtain his/her report. In any case, some statement regarding the consultant's work must be filed.
 - b The President should encourage the submission of written reports from the consultant except when in his/her judgments a written report might serve little or no useful purpose. In other cases, the very reason for hiring the consultant

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might be to obtain his/her report. In any case, some statement regarding the consultant's work must be filed.

B Other Services

All services obligated must have a written agreement between the person(s) who will perform the services and the person contracting the service. These services must be approved by the Committee Chair and the Board.

XV. EQUIPMENT

An equipment inventory shall be maintained by the Budget Chair. This inventory will include item, location, purchase date, purchase price, serial numbers, disposal, and disposal date.

A Lease or Rental Equipment

Prior to recommending a lease or rental agreement covering equipment, the Treasurer and requester, shall examine the relative costs and benefits of the recommended and alternate equipment. He or she shall report on his/her finding to the Board. Such report shall indicate:

- 1 Who retains title to the equipment?
- 2 Who is responsible for the equipment in the event of theft or damage?
- 3 Whether it would be advisable for the AASAP Board to insure the equipment or if policies in effect would be adequate?
- 4 What maintenance expenses can be anticipated for the equipment?
- 5 What opportunities for lease/purchase of the equipment (including payback period) are available?

B Disposal of Equipment

A record of how equipment is disposed should be maintained by the Budget Chair. This record should include model, date, cost, reason for disposal, and any other pertinent or descriptive information. Specific guidelines for disposal shall be developed by the Budget Committee and distributed upon approval by the Board.