



Washington State Association of Municipal Attorneys

## **Reimbursement and Conference Fee Waiver Policy**

The Board adopts this policy consistent with the WSAMA Bylaws to better encourage diversity among Board members and conference speakers. WSAMA is a volunteer organization whose success depends on its members' support. However, in appropriate circumstances, WSAMA may reimburse Board members and speakers for reasonable travel expenses, one night's lodging, and reasonable meal expenses, and waive conference registration fees.

- A. Upon a request presenting appropriate circumstances, the Secretary/Treasurer may:
- (1) offer a conference speaker reimbursement of reasonable travel and one night's lodging expenses and waiver of the conference registration fee; and
  - (2) offer a Board member reimbursement for reasonable expenses, including travel, one night's lodging, and reasonable meal expenses, for attending quarterly Board meetings, including those held at WSAMA conferences.
- B. The Secretary/Treasurer has discretion in responding to a reimbursement or waiver request from a conference speaker or Board member, but should consider the following when determining whether a request presents appropriate circumstances:
- (1) It is generally appropriate to reimburse reasonable travel and one night's lodging expenses and waive the conference fee for a speaker whose employer will not cover the speaker's expenses or fee.
  - (2) It is generally appropriate to reimburse the reasonable travel, one night's lodging, and meal expenses of a Board member employed by a city or town that will not cover that person's expenses.
  - (3) WSAMA will generally not reimburse expenses or waive the fee for a person employed by a private law firm.
  - (4) If a highly specialized speaker would otherwise not be able attend a conference, or if the speaker is a judge or otherwise occupies a public position where offering reimbursement is advisable to avoid an appearance of impropriety, it may be appropriate to reimburse extraordinary travel expenses and, if the topic is of significant interest to WSAMA members, reimburse reasonable lodging and meal expenses and waive the conference fee.
- C. The Board will establish a budget for reimbursement and waiver requests and the Secretary/Treasurer will consider available budget when determining whether to grant a request.

- D. When proposing conference agendas to the Board, the topics committees and Secretary/Treasurer will, to the extent reasonably feasible, identify speakers who could be eligible for reimbursement or waiver or have requested it. The Board will consider that information and available budget when providing direction on conference agendas.