

YOUNG CAREERIST[®] PROGRAM EXPENSE REIMBURSEMENT

1. GENERAL POLICY

The Louisiana Young Career Woman of the Louisiana Federation of Business and Professional Women's Clubs will be reimbursed for reasonable expenses up to an amount of \$500.00 or amount approved each year in the State Federation budget for expenses incurred to attend the BPW Louisiana state conference. The smaller of these two amounts will apply.

2. SPECIFIC RESPONSIBILITIES

2.1 This policy applies to the young woman chosen, at the annual State Convention, as the Young Career Woman of the Louisiana Federation for that year.

2.2 The Young Career Woman is considered a representative of the Louisiana Federation and is expected to attend all official functions scheduled for the Young Career Women at State Conference and take part in the activities, workshops, and/or meetings while in attendance at State Conference.

2.3 The Young Career Woman is expected to attend the following year's YC[®] Competition at state conference and act as one of the judges for the YC[®] competition.

3. REIMBURSEABLE EXPENSES

3.1 Meals: Reimbursable meal expenses are those meals included in the state conference registration package; no additional meals are included.

3.2 Hotel: Reimbursement for two nights lodging will be paid up to one-half the cost of a double room at the convention hotel. All lodging charges must be supported by a hotel folio.

3.3 State Conference Registration – The winning Young Careerist[®] will be reimbursed for the entire amount of her state conference registration fee (which will include registration fee + meals); receipts of prior payment must be submitted. A reduced registration price will be available for YC[®] candidates.

3.3 Mileage reimbursement is not included.

4. REIMBURSEMENT REQUEST

4.1 Reimbursement for expenses incurred in accordance with this policy will be made by the Louisiana Federation. In order to receive reimbursement, the Young Careerist[®] must submit, to the State President, an itemized expense account supported by receipts within thirty (30) calendar days from the last day of the BPW Louisiana State Conference.

EXPENSES TO BE PAID/REIMBURSEMENT FORM

Name/Payee:	Date of Report:
Address:	City/State/Zip:
Position/Responsibility of Requestor:	
Event:	

EXPENSE INCURRED	AMOUNT BILLED	BUDGETED AMOUNT	AMOUNT PAID
			\$ -
	Total Expense Due	\$	
	Less Advance	\$	
TOTAL AMOUNT TO BE PAID/ REIMBURSED		\$	-

PRESIDENT'S APPROVAL		DATE:
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Remarks _____

ATTACH RECEIPTS, SUPPORT DOCUMENTATION AND MAIL TO:

BPW/LA
P.O. Box 15131
Monroe, LA 71207

DATE PAID	CHECK #	AMOUNT PAID
		\$ -

TREASURER'S SIGNATURE: _____

***ALL EXPENSES REQUIRING REIMBURSEMENT MUST BE SUBMITTED TO THE STATE PRESIDENT FOR APPROVAL, NO LATER THAN 15 MAY EACH YEAR**