

RMA's TRAVEL Matrix								
Meetings	APPA	APPA	RMA Board	RMA Board	APPA	State Chapters	Other Travel	Special Notes:
	December Meeting in Alexandria	February Meeting in Alexandria	Spring Board Meeting	Fall Board Meeting and Annual Conference	Annual Conference	Annual Conference / Mixers		#, ##, ###, \$: See APPA's Travel Policy * RMA covers travel X only Institutional cost See Board Member Duties Document
Officer Title/Coverage	Travel	Travel	Travel	Travel	Travel	Travel		
President		* X	X	X	## X	Optional		
President-Elect		# X	X	X	Encouraged	Optional		
Junior Representative		# X	X	X	### X	Optional		
Senior Representative		# X	X	X	## X	Optional		
Secretary			X	X	Optional	Optional		
Treasurer			X	X	Optional	Optional		
Communications Coordinator			X	X	Optional	Optional		
Business Partner Representative			X	X	Optional	Optional		
Historian			X	X	Optional	Optional		
Membership Chair	# \$ X		X	X	X	Optional		
Professional Development	# \$ X		X	X	X	Optional		
Awards and Recognition	# \$ X		X	X	X	Optional		
Information and Research	# \$ X		X	X	X	Optional		
Professional Affairs	# \$ X		X	X	X	Optional	# X	Possible AFE Site visit
Annual Meeting Coordinator			X	X	Optional	Optional	* X	Travel to assist with RMA Venue selection
Host Committee Chair			X	X	Optional	Optional		
Past Host Committee Chair			X	X	Optional	Optional		
Future Host Committee Chair			X	X	Optional	Optional		
14ers Club Lead Climber			Optional	X	Optional	Optional		

NOTES:
 "X" without any notation - Your Institution covers all associated costs for travel
 # X APPA Travel Policy Applies (see APPA tab)
 ## X APPA Pays for one night of lodging (see APPA Policy for details) typically pays for one night before APPA annual Conference for APPA Board Meetings
 ### X APPA Pays for two nights of lodging (see APPA Policy for details) typically pays for one night before APPA annual Conference and one night after for Board Meetings

# \$ X APPA Pays for two nights of lodging & travel and metro ride (see APPA Policy for detail)	
* X RMA paid travel - Additional nights of lodging are not covered	
#, \$, * Only Tickets for coach class airline, train, bus or mileage for the most direct distance from your home location to the destination.	
APPA Lodging for the meeting period, i.e. covers one day prior to and following the meeting EXCEPT for the APPA20XX Conference board meeting as noted in APPA's Travel Policy	
Complimentary registration fee for the RMA <i>Conference for ALL</i> RMA Board Positions. RMA Treasurer pays Host Committee for Registrations	
Special Note: The travel coverage policy is subject to change as needed depending on APPA's financial position.	
Travel Reimbursement require RMA's expense report to be completed and receipts attached - sent to Treasurer for routing/approvals	
APPA Travel Reimbursement require APPA's expense report to be completed along with receipts and sent to Holly@APPA.org	
Optional Travel - Your Institution covers all associated costs for travel - if you and your instituion wants you to attend	
RMA meals: please do not exceed GSA Gov't. Per Diem rates for area of travel. Please obtain and submit receipt with expense reports.	Per Diem Link