**OHIO REGION NSP TRAVEL EXPENSE REIMBURSEMENT**

This is to clarify the Ohio Region policies and procedures (P&P) for reimbursement of travel expenses associated with training and other ski patrol activities. The Ohio Region will reimburse travel expenses for instructors and IT’s when requested to play an active role in Central Division and Ohio Region programs such as:

* OEC
* Snowsports
* OET
* Senior
* Certified
* Women’s Programs
* Aid Room
* Instructor Development
* MTR

Expenses for non-training events such as semi-annual Ohio Region and Central Division meetings may be reimbursed only if the patroller has been specifically invited to attend.

All travel expenses (lodging, meals, automobile or air travel, fees), whether for training or non-training events, must be pre-approved by the corresponding Assistant Region Director or Region Director and will be reimbursed per the P&P as shown below:

10.4 TRAVEL REIMBURSEMENT : Automobile travel within or outside the Region shall be reimbursed at the mileage rate approved by the Region Board of Governors. Travel by rental car will only be reimbursed at the approved mileage rate. Automobile travel within a Patroller's home Section will not be an allowable travel expense.

10.5 AIR TRAVEL REIMBURSEMENT : Travel by air will be reimbursed for the amount of the ticket and applicable fees such as checked baggage, provided a ticket stub or voucher, or a clear photocopy of either, is submitted with the expense voucher; The cheapest air fare available at the time the decision was be made to travel by air should be used.

10.6 LODGING COST REIMBURSEMENT : Individual lodging costs up to one-half the cost of a room based on double occupancy per night, may be reimbursed. Costs for lodging within the Patroller's home Section will not be reimbursed.

10.7 REIMBURSEMENT FOR MEALS : Meal expenses associated with Region travel shall be reimbursed at the amount approved by the Region Board of Governors. Costs for meals within the Patroller's home Section will not be reimbursed

10.8 REIMBURSEMENT FOR ATTENDANCE AT DIVISION MEETINGS AND OTHER EVENTS : The Region Director and other Region staff who are requested by the Central Division Director to attend Central Division meetings and other events will be reimbursed in accordance with Central Division policy.