

## Section Budget Guidelines

1. **Purpose.** The purpose of the annual Section budget is to reimburse Section Managers and Section-level officials for 1) expenses incurred during authorized travel within the Section, and 2) administrative expenses (except capital expenses) incurred to meet ARRL organizational objectives in the Section.

This document outlines the general principles and rules under which reimbursement is provided by the Field Services Manager and supplements the ARRL Travel Policy, which also governs. Please see section 7 of the Director Workbook.

2. **General.** Care must always be taken to derive the maximum benefit possible from ARRL funds expended. The practice of economy and strict adherence to these guidelines will foster efficient use of these funds. No ARRL funds may be used to further the interest of any candidate in any ARRL election.
3. **Authorized Travel.** Only authorized travel expenses are reimbursable under the Section budgets. Travel must be approved in advance by the Section Manager for travel within the section by Section-level officials that is consistent with the objectives outlined in the traveler's official job description as promulgated by the Field Services Department. Travel outside the section is not authorized. Exceptions may be granted, in writing, by the Field Services Manager upon written request by the Section Manager.
4. **Documentation.** Good accounting procedures require the submission of proper documentation with requests for reimbursement. For travel reimbursement, the following are required:
  1. Travel Expense Reimbursement Form  
<http://www.arrl.org/section-managers-only>
  2. Receipts for expenses (lodging, restaurants, etc.)

For administrative expenses, the following are required:

1. Administrative Expense Form  
<http://www.arrl.org/section-managers-only>
2. Receipts. Receipts are required for out-of-pocket administrative expenses, including postal receipts, exceeding twenty-five dollars. When a personal automobile is used for traveling, the maximum reimbursement rate for ARRL business use is by the annual published IRS reimbursement rate. This rate is subject to change.

Travel and Accident Insurance. The League holds an insurance policy that covers Section Managers and Section-level officials while on authorized travel (see Section 3 above). The Section Manager must maintain a record of authorized travel within the section as documentation in the event of a claim.