

May 2022

Dear Education, Finance, and Membership Coordinators,

Thank you so much for all you do for your region and for coordinating the Internationally Funded Visits. It is my pleasure to introduce the headquarters staff members who can assist you with your questions and reimbursements.

Staff Name	Email	Phone	Role
Laura Crockett Membership Coordinator	laura@sweetadelines.com	1-800-992-7464 Ext. 103	Processing of reimbursement forms for visits to chapters; questions about usage; pre-approval for amounts over \$600 USD
Valerie Renz Sr. Director of Membership	valerie@sweetadelines.com	1-800-992-7464 Ext. 134	Questions about usage; pre-approval for amounts over \$600 USD

There are three kinds of in-Region visits that are eligible for International funding:

- 1. Travel for Internationally Funded Visits to Chartered Chapters**
- 2. Travel for Visits to Chapters in Revitalization**
- 3. Travel for Prospective Chapter Visits**

Persons outside the region (faculty, judges, etc.) are not eligible to be reimbursed using Internationally Funded Visits.

The Corporation pays round-trip mileage at the current rate of \$0.585/mile or airfare (see the section entitled *Air Travel* below). A maximum of eighteen (18) visits per fiscal year per region are funded. Visits requiring transportation in excess of \$600 USD must be pre-approved at International headquarters.

The IFV Report and Reimbursement Form must be submitted for each visit to chartered chapters or chapters in Revitalization. This form can be found in the Forms and Document Center under Chapter Resources, Regional Governance. **The Prospective Chapters Administrative/Music Report form must be submitted for each visit to prospective chapters.** This form can be found in the Forms and Document Center under Chapter Resources, Prospective Chapters. The appropriate form must be submitted for each visit, including visits booked through Journey House.

Reimbursement forms must be received at International headquarters by the end of the last day of April (April 30) to be counted for that fiscal year. Reimbursement forms received after the very short grace period (typically three business days) will be applied to the next fiscal year's eighteen (18) visits. All reimbursement forms must be accompanied by proper receipts and must be signed (approved) by the Regional Education Coordinator or Membership Coordinator.

Chartered Chapters

The Corporation pays round-trip mileage at the current rate of \$0.585/mile or airfare (see the section entitled *Air Travel* below) for the Education Coordinator/Director, Membership Coordinator/Director, or their designated in-Region representative to make visits to chartered chapters.

Funding from Sweet Adelines International for visits to choruses is for the purpose of in-Region personnel providing education in both the musical and administrative areas, membership development,

assessment of the health, stability and/or needs of the chorus, building relationships and connection with regional choruses and their members, and for discovering and developing potential leaders.

Examples of travel that may be reimbursed using Internationally Funded Visits to Chartered Chapters include but are not limited to:

- In-Region personnel transportation to conduct education in the Barbershop art form using chorus coaching (especially to those choruses who are either remote or who rarely attend regional events).
- In-Region personnel transportation to conduct chorus visits to provide education/coaching in the areas of musicality, membership growth & retention, assessment of health, leadership, administration, knowledge of regional operations, communication, relationship building and information gathering related to chorus needs, identifying and developing future potential leaders, etc.
- In-Region personnel transportation to Area Schools (perhaps targeting several chapters in a remote location) to conduct formal classes and/or coaching to the choruses in the Region.

If you have questions concerning the appropriate usage of Internationally Funded Visits to chartered chapters, please contact a member of the staff listed above.

Chapters in Revitalization

The Corporation pays round-trip mileage at the current rate of \$0.585/mile or airfare (see the section entitled *Air Travel* below) for the Education Coordinator/Director or their designated in-Region representative to make visits to chapters in Revitalization.

A maximum of two (2) visits per chapter in Revitalization are funded per fiscal year.

Travel for Prospective Chapter Visits

The Corporation pays mileage at the current rate of \$0.585/mile or airfare (see the section entitled *Air Travel* below) for the Education Coordinator/Director or their in-Region representative, plus the Membership Coordinator/Director or their in-Region representative to each make two (2) required pre-charter visits to each prospective chapter in the Region.

In the event that a prospective chapter is located too far away to be visited by the Education Coordinator/Director, or their designated in-Region representative, the two (2) musical visits may be replaced with evaluations of recorded performances of the prospective chapter. The two (2) administrative visits may also be replaced with an online meeting.

Air Travel

All internationally funded air travel by regional personnel to visit chapters, prospective chapters and chapters in revitalization must be booked using the organization's official travel agency, Journey House Travel. **No reimbursement will be issued for travel booked through any other method.** You may be reimbursed for air travel **or** mileage/taxi fare/tolls/Ubbers/etc., but not both. We cannot reimburse checked baggage fees.

All visits made using air travel must be documented by submitting to International headquarters the appropriate reimbursement form (IFV Report and Reimbursement Form or Prospective Chapters Administrative/Music Report Form). **Visits requiring transportation in excess of \$600 must be pre-approved by International headquarters.**

Please use the following travel codes when booking air travel through Journey House:

- Internationally Funded Visits to Chartered Chapters – 7670
- Internationally Funded Visits to Prospective Chapters – 7660

- Internationally Funded Visits to Revitalizing Chapters – 7675

Journey House Travel

Donna Powers, donnap@journeyhouse.com
2200 South Utica Place, Suite 220, Tulsa, OK, USA 74114
Direct line: 1-918-524-5249 (8 am-5 pm CST, Mon-Fri)
800-251-6559

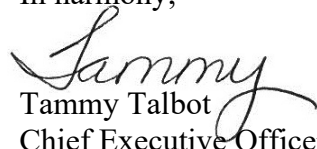
24/7 After-Hours Emergency Only: 866-803-5418 Access Code K6VA

Deadline for submission of Reimbursement Forms

In order to close the 2022-2023 financial year's books and prepare for the annual audit, reimbursement forms for Internationally Funded Chapter and Prospective Chapter Visits must be received at International headquarters by **May 5, 2022**, to be processed in the 2022-2023 fiscal year. Any reimbursement requests received after that date will be applied to the 2023-2024 fiscal year and will count against the Region's visits for next year. We know you want to take full advantage of your visits so be sure to meet the deadline.

Thank you for following the guidelines and working diligently to serve our membership and ensure a successful fiscal future for our incredible organization.

In harmony,



Tammy Talbot
Chief Executive Officer

Sweet Adelines International

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