| **Travel Guidelines to KASBO Executive Committee**  
  **Approved June 9, 2004** |
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| **ASBO Convention**  
  **Rooms/Lodging**  
  KASBO will provide rooms (if attending) for the Executive Director, President, President-Elect and Vice President.  
  Based on supplies and other activity related materials, the Executive Director is not expected to share a room.  
  Where gender is not an issue, rooms for above mentioned positions should be shared before additional KASBO rooms are provided or other attendees are given the option to share for a paid room.  
  KASBO provided rooms will be shared in the order of: executive board members, directors, KASBO membership.  
  If a spouse attends, a 50% reimbursement will be required if the room could have been shared with another executive officer.  
  The president will determine if the numbers of Kansas attendees warrants a suite. |
| **ASBO Leadership**  
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  Where gender is not an issue, rooms for above mentioned positions should be shared before additional KASBO rooms are provided or other attendees are given the option to share for a paid room.  
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| **Travel/Meals/Registration**  
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  KASBO will pay travel, meals (excluding alcohol), basic registration (no pre-convention workshops, etc.) for the Executive Director and President.  
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  KASBO will provide for one meal (excluding alcohol) at the discretion of the President for those assisting with the Convention. |