

Travel Guidelines for KASBO Executive Committee	
Approved June 9, 2004	
<b>ASBO Convention</b> <i>Rooms/Lodging</i>	<b>ASBO Leadership</b> <i>Rooms/Lodging</i>
<b>KASBO Convention</b> <i>Rooms/Lodging</i>	<b>KASBO Convention</b> <i>Rooms/Lodging</i>
KASBO will provide rooms (if attending) for the Executive Director, President, President-Elect and Vice President.	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.	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.	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.	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.	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.	
<i>Travel/Meals/Registration</i>	<i>Travel/Meals/Registration</i>
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KASBO will pay travel, meals (excluding alcohol), basic registration (no pre-convention workshops, etc.) for the Executive Director and President.	KASBO will provide for one meal (excluding alcohol) at the discretion of the President for those assisting with the Convention.