

# Leadership/Trustee Meeting Late Registration and Reimbursement Policy

## Late Registration

1. **Fall and Spring Leadership and Trustee Meetings:** A late registration fee of \$50 will be assessed starting 14 days prior to the beginning of the Leadership and Trustee Meetings. An example is if the Executive Committee is to begin on a Thursday, then a late fee is assessed for all registrations that are postmarked after the Thursday that precedes the actual meeting. The same is applied to those on-line registrations that occur after the Thursday prior to the actual meeting of the trustees.
2. The Leadership Meeting registration must have this policy listed somewhere on the registration form used for registration.

## Reimbursement

1. Reimbursement for registration fees and meals will be allowed until 14 calendar days prior to the Executive Meeting on the Thursday of the Leadership and Trustee Meeting. Registration fee is forfeited after that time and cancellations received no later than 7 calendar days prior to the Thursday Executive Meeting will result in meal costs being reimbursed. After 7 calendar days prior to the Meeting no reimbursement will be made. Cancellation must be in writing (either electronic or regular postal) to the Executive Director. Effective date for reimbursement will be the date of receipt at the National Headquarters by the Executive Director. No cancellations will be accepted over the phone.

The **exception to this rule** is for the death of a member or his spouse or immediate family. Immediate family is defined as parents, spouse, spouse's parents or children of the member. Other exceptions to this rule must be approved by the President General on a case by case basis within 30 days of the cancellation. A written request will be submitted to the Executive Director for forwarding to the President General for his decision. For example, a member decides to appeal the reimbursement policy; he has 30 days from the cancellation of his reservation to send a written request with documentation to the Executive Director, NSSAR for forwarding to the President General for his final decision.

2. The Leadership Meeting registration must have this policy listed somewhere on the registration form used for registration or as an attachment to the link under the upcoming events on the home page.