

Baltimore Research and Education Foundation, Inc.	Local Meeting Expense Reimbursement Policy	No.		13
		Effective Date		03/10/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will reimburse investigators and their employees for expenses associated with attending local meetings.

2.0 Scope

This policy applies to BREF Investigators and Employees.

3.0 Policy

3.1 Investigators and their employees may be reimbursed for some expenses related to attending a local professional meeting in Baltimore. This includes parking, mileage (from the Baltimore VA to meeting site), and lunch. A meeting agenda and receipts should be attached. If lunch receipts are not available, a maximum reimbursement of \$10 is available if the agenda indicates lunch is not provided by the meeting sponsor.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
12/1/2008	A	Heather Riley	Put policy in approved format.
01/26/2011		Shirley Rutledge	No revisions. Policy was approved at the BREF Board meeting held 1/26/2011.