

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2002	APPROVAL LEVEL EB
	SUBJECT Reimbursement of Expenses for Educational Programs	EFFECTIVE 6/18	SUPERSEDES 5/17
		SPECIAL DISTRIBUTION	

POLICY

It is the policy of the FMCA to reimburse FMC international conventions and FMCA area rallies for expenses incurred for putting on educational programs for FMCA members at these events. FMCA has restricted “Set-Aside” funds for this purpose only.

PROCEDURE

1. The area must have an area rally where educational seminars are conducted.
2. Documentation should be submitted within 60 days and must include a list of educational seminars conducted during the rally.
3. Reimbursement from FMCA will be made within four (4) weeks of receipt of the documented seminar list and will be made payable to FMC or the name of the area organization.