

Appendix I: Staff Travel Policy

Speakers: Chapters can request a SHM staff member to present at a meeting (e.g. Government Relations, CEO). While Chapters do not need to pay any honorarium to a staff member, Chapters should budget to cover travel-related expenses. In some cases, SHM may be able to cover staff expenses.

Meeting Support/Exhibiting: Chapters can request a Staff member to attend a meeting to exhibit on behalf of SHM/Chapter. This would include providing table space for Staff to display marketing materials, membership forms, giveaways, and etc. Chapters may need to cover travel-related expenses for meetings with less than 100 attendees.