



# CALIFORNIA ASSOCIATION OF CRIMINALISTS

## POLICY STATEMENT

Number: 18-002

**Title:** Founders' Lecture Committee Budget

**Date Approved:** 08/23/2018

**Related to By-Laws/Policy Statement number:** N/A

**Superseded by Policy Statement number:** N/A

### **Purpose of this Policy Statement:**

To specify the scope of the Founders' Lecture Committee's budget and responsibilities regarding the financial coverage provided by the CAC to the speaker.

### **Detailed Policy:**

The Founders' Lecture Committee (FLC) shall offer its assistance to the speaker in the form of time and financial compensation for the speaker's travel expenses. The committee may offer to arrange the reservations or provide the speaker information regarding the reimbursement procedures for only the following expenses:

1. Transportation, as described in Policy Statement 16-001 *Travel Re-Imbursement Procedure*.
2. Lodging, up to a maximum of three nights.
3. Meeting registration, day or full seminar registration (if not a Life Member).

The full seminar accommodation replaces the issuance of the Honorarium check normally provided to the presenter. All the aforementioned expenses come out of the FLC's budget. The Committee chair may propose to the Treasurer adjusting the committee's annual budget with consideration of the scheduled Founders' Lecture every third seminar. The preparation of the plaque remains the responsibility of the Awards Committee.

The CAC Expense Claim Form shall be used to reimburse all expenses incurred by the speaker. Expenses shall come out of the Founders' Lecture Committee budget.

<https://www.cacnews.org/phorm/my/expense/expenseclaim.shtml>

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