

## Executive Director Travel Reimbursement Proposal

### Overnight Trips to Greater Minnesota:

Areas A/B/C

Combined MASE/MDE Directors Forum Dates...Sept. & Dec.

Area Retreat Dates: TBD

I am requesting that MASE cover the lodging and evening meal expenses for a small number of overnight stays. This is typically in the \$150.-\$180. range per night. I am making this request based on the robust financial health of MASE and my/our desire that I attend meetings in all of our areas throughout the year. The travel time and distance to those locations results in an overnight stay. The cost of lodging and meals has increased over time. Additionally, I would also like to try to arrange visits to the various areas aligned to their scheduled retreats which would allow for a longer and more personal interaction with our members. \*Mia may be able to provide a more accurate historical perspective.

### Background:

My understanding is that the original MASE Executive Director contracts were structured with a salary and a separate reimbursement of expenses. This was changed prior to my appointment with salary and expenses combined with the expectation that those expenses be covered by the Executive Director. Exceptions have included: MASE/MASA Conference expenses and travel expenses associated with our two lobbying trips to DC. Over the past 6 years, I have picked up the hotel and meal expenses associated with the overnight stays. Those expenses have increased at a rate greater than the increases to the Executive Director contract. Actual transportation expenses will continue to be responsibility of the Executive Director.

Whether this request is approved or not, I look forward to travel to all the MASE Areas and combined MASE/MDE dates.

Thank you for considering this request.

John Klaber, MASE Executive Director