



Regional Group Leader Travel Reimbursement Policy

To support in-person engagement across CLOC's regional groups, CLOC offers up to **\$250 USD per calendar year** in reimbursable travel expenses for each **Regional Group Leader**, including **co-leaders**, regardless of geographic location.

Eligibility and Guidelines:

- Reimbursement is available for **travel within the leader's assigned region** to attend a **CLOC-hosted or CLOC-endorsed event**.
- **Pre-approval is required.** All reimbursement requests must be submitted and approved by the CLOC **in advance of the event**.
- Eligible expenses may include reasonable local travel costs such as airfare, baggage, mileage, public transportation, parking, tolls, or rideshare fares.
- The \$250 USD annual allowance is available **per leader or co-leader** and **cannot be transferred, shared, or rolled over.**
- All expenses must comply with this policy and be supported by itemized receipts.

International Leaders:

- Leaders based outside the United States are eligible for reimbursement up to the **USD-equivalent** of \$250 per calendar year.
- All reimbursements will be processed in USD, and exchange rates will be calculated based on the date of the event.

Reimbursement Process:

- After the approved event, leaders must submit a **CLOC expense reimbursement form** with itemized receipts **within 10 business days** of the event's conclusion.
- Reimbursements will be processed and paid within **10 business days** of receipt via CLOC's standard payment methods.

For questions or to submit a pre-approval request, please contact us at community@cloc.org.