Region travel for Chapter Support

To continue to strengthen the connection between region boards and chapters, CUPA-HR will cover the travel costs (airfare, hotel and food in accordance with CUPA-HR limits, guidelines and procedures) for a region board member to attend one of the annual chapter meetings or conferences of his or her designated chapters. It is understood that the region rep will work collaboratively with chapter representatives so that the region board member is given the opportunity to provide a content-focused presentation on a key issue or challenge facing higher ed HR. The content could include a presentation created by national office staff or by the region board representative. The presentation could also include a quick CUPA-HR update to help chapter meeting attendees connect with all the work of CUPA-HR.

Things to note:

- If you are attending the chapter event as an attendee, expenses should be paid by you or your institution.
- If you are presenting at the chapter event, the chapter should waive the event registration fee.
- Discount airfare (coach class travel) will be the customary mode of air transportation. If your airfare will be more than $450, please contact Beth Humphrey.
- CUPA-HR will not reimburse the cost of rental cars unless such rental is approved in advance by the National Treasurer. So as to limit additional liability, the driver should purchase insurance through the car rental agency or request the CUPA-HR certificate of insurance.

Expense Report Forms are located here and should be submitted to accounting@cupahr.org.