

4.6 Nominating Committee Financial Administration

4.6.1 Committee Budget

A nominal budget is provided for the Committee's incidental expenses, such as postage, phone, facsimile transmissions, and so forth. The Secretary should keep an itemized account of such expenditures and submit this account to the ASME NC Staff Coordinator following the termination of the Committee's work.

4.6.2 Travel Expense Contribution

Travel and per diem expense contribution for attendance at the Selection, Organization, and Interim Meetings of the Nominating Committee shall be in accordance with Society Policy P-4.5.

Voting Members, Consultants, Advisors, are eligible to receive a travel expense contribution to attend Committee meetings whenever travel funds are available in the budget. Alternate Members of the Committee who have specific assigned duties and work a minimum of one full day in the Anteroom are also eligible to receive a travel expense contribution to attend Committee meetings whenever travel funds are available in the budget. (Society Policy P-4.5)

In the event that additional days beyond the original schedule are required to complete the deliberations of the Committee, the travel and per diem contributions for the extra day(s) shall be covered.

Proposed Members of the Committee who are not currently serving as Alternates at the Selection Meeting are eligible for travel and per diem expense contribution if they have specific assigned duties and work a minimum of one full day in the Anteroom at the Selection Meeting or if they attend the Organization Meeting.

If any current Voting Member, Alternate, Incoming Voting Member or Alternate, Consultant, or Advisor has questions about travel or per diem expense contribution, please contact the ASME NC Staff Coordinator.

All Nominating Committee participants eligible for reimbursement are asked to submit a Volunteer Travel Expense Contribution form (Appendix S) and attach all receipts with scotch tape to an 8 ½ x 11 standard sheet of paper or email expense report and receipts in an Adobe Format within a two-week period after the meeting to the ASME NC Staff Coordinator. If you would like reimbursement via Direct Deposit please include your bank information, routing number, and account number.

Electronic submissions of expense reports can be emailed to RuthAnn Bigley at bigleyr@asme.org. Hardcopy submissions of expense reports can be mailed or faxed to:

ASME
c/o RuthAnn Bigley
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