

9.0 Compensation Guidelines For Meetings and Conferences

1. **Keynote Speaker:** Compensation for one keynote speaker for room, registration, banquet, and transportation. Attempts should be made for other groups to share travel expenses for foreign speakers.
 - a. Transportation: actual cost up to \$500 maximum. Exception may be made for a foreign speaker with Board approval.
 - b. Room for extent of event not to exceed 5 nights.
 - c. Incidental expenses not included.

2. **Local Coordinator(s):**
 - a. Compensation for registration.
 - b. Recognize with a certificate or plaque.

3. **Distinguished guests (VIPs)**
 - a. No compensation unless specifically invited by ARARA executive board.
 - b. If invited, registration and banquet maximum compensation.

4. **Local Volunteers:**
 - a. Registration compensation for field trip coordinator.
 - b. T-shirts for other volunteers, such as those who help with registration, lead field trips, etc.
 - c. One local volunteer to be at registration at all times to help with questions about local area and knowledgeable about field trips.

5. **Board Members at Conferences:** Compensate accommodations for President, Secretary, Treasurer, and Conference Coordinator, 4 or 5 nights depending on responsibilities.

6. **Board Members Attending Board Meetings not at the Annual ARARA Conference:** Transportation expenses and overnight accommodation are reimbursed for officers and Board members with the exception of the San Diego Board Meeting the first Sunday in November following the San Diego Museum of Man Rock Art Symposium. At that meeting expenses are covered only for those who would not otherwise attend the one-day conference.

7. **Conference Coordinator:**
 - a. Transportation and accommodations up to two trips, for conference planning.
 - b. Incidental expenses not to exceed \$100.

8. **Publications Sales Person:**

Travel expense (including motel, if necessary, en route) if person is transporting the ARARA publications to the conference.

9.1 Compensation Voucher

American Rock Art Research Association
A Non-Profit Organization



VOUCHER FOR MONIES SPENT

Complete the information below and submit along with all receipts to:

Garry Gillette
ARARA Treasurer
1642 Tiber Ct.
San Jose, CA 95138
Email: gcgillette@ix.netcom.com

Date:	Amount requested:
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Office or Committee:

Description of purchase:

Pay to the order of (Name):
Signature:

Address (Street):
Apartment Number:
City:
State:
Postal Code (Zip):
Country:

FOR TREASURER' S USE ONLY

Check number:	Date paid:
Account number:	Date posted:

