

Procedure for Royal Travel Reimbursement

It is to the Kingdom's benefit that our Crown and Heirs travel amongst us. It is likewise to our benefit that our Crowns travel to other lands. They spread the word of Artemisia's greatness and bring back both tales of wonderment and ideas from afar. To best aid Them in Their travels the Kingdom will use the Annual Budget of General Funds and a Royal Travel Fund (RTF).

I. Travel is defined as round trip Transportation and Lodging.

II. The Kingdom Annual Budget will set aside from the General Funds, \$1800 per reign for the Crowns and \$500 per pre-reign for the Heirs.

A. The Crown will be reimbursed 100% for allowable travel for all events. This will be paid out as 50% from General Funds (up to the budgeted amount), and 50% from the RTF, (to the minimum amount required to remain in the Fund), per event.

1) Reimbursement for Crown and Heirs will be paid out per event. Receipts may be scanned and e-mailed to the KCoE and should be in no later than two weeks (14 days), after the close of the event. If receipts are not sent in by four weeks (28 days) after the close of the event, those event travel costs will not be reimbursed.

2) To be reimbursed for fuel: the vehicle must have the tank filled just prior to leaving for an event. This receipt will not be reimbursed as it is the cost to replace fuel not used for Kingdom Travel. After returning from event, fill up the tank that day or at latest the next day. The receipts gathered on the trip to and from the event may be submitted for reimbursement.

a) If this method of fueling is not followed, the Kingdom Chancellor of the Exchequer (KCoE) has the option to pay the transportation costs for that event at the IRS mileage rate set for the current year. For 2014, that rate is \$.14 cents/mile.

3) There will be no reimbursement for events held within a close geographical area from the home area of the Crown and Heirs. Close is defined as a radius of 75 miles or approx 150 miles round trip.

B. The General Funds amount for the Heirs will be used to pay 100% reimbursement of allowable travel for all in-Kingdom events (up to the budgeted amount). This reimbursement will begin with Their first in-Kingdom event after the Crown Tourney where They became the Heirs. Use of the RTF is not available to the Heirs.

1) All receipts for the Heirs must be submitted for reimbursement no later than two weeks (14 days) after Their Coronation or they will not be reimbursed.

III Royal Travel Fund

A. At the end of a Reign, there must be a minimum balance of \$1000 in the RTF to ensure that there will be beginning travel funds for the incoming Crown. To this end, all Crowns are expected to raise funds for the RTF.

B. If at the beginning of a reign the RTF is at its minimum balance, a new Crown may reduce the RTF to \$750. This will be allowed for the first two months to enable Their fundraising to start to earn for the RTF.

C. The KCoE will have oversight of the RTF. A warranted Deputy Kingdom Exchequer will be appointed to aid the Heirs with Their fundraising; said fundraising may begin at Their Coronation.

1) Heirs must have a plan in place for adding to the RTF by Their Coronation. Requests for advances or reimbursement for supplies, etc. needed to run the Fund raiser may only be authorized by the KFC and received from the Kingdom account. Heirs must consult with the KFC and KCoE concerning Their fund raising ideas before implementing them.