

MAINE ASSOCIATION FOR SEARCH AND RESCUE

Education Expense Reimbursement Policy

I. Purpose

- A. This policy, developed by the Board of Directors of the Maine Association for Search and Rescue (MASAR), establishes guidelines for reimbursement for instructors involved in activities conducted by/for the Education Committee.
1. These activities include:
 1. BASAR instruction and supervision of BASAR practical field skills;
 2. Teams wishing to engage an instructor from another MASAR affiliated team or external instructor*;
 3. Occasional administrative expenses related to activities that will further the purpose of MASAR.

Expenses for other education-related activities may also be reimbursed at the discretion of the MASAR Education Director.

*Teams may request non-MASAR affiliated instructors (external instructors) as part of this program. The reimbursement limits established below apply.

Training via Zoom or other digital conferencing software is excluded from this program.

Participation in this program or requests for funding by instructors is optional.

II. Procedure:

- A. An instructor involved in an activity listed above may submit a request for reimbursement for mileage to and from the activity. MASAR will also offer an honorarium of \$40/hour (for actual instruction time) with a max of \$160/per trainer/per session.
1. Any anticipated out-of-state travel expenses must have prior approval from the MASAR Board.
- B. The request must include the following:
1. A completed [Education Expense Reimbursement Form](#) (also linked on the MASAR website).
- C. The request must be submitted within 30 days of the activity.
- D. Reimbursement will be calculated at the current Federal mileage reimbursement rate for miles traveled.
- E. The MASAR Education Director will approve all requests.
1. Requests for an external instructor should be submitted prior to the training.
 2. In the event that the Education Director is requested as an instructor, the decision to approve or deny the request will be the responsibility of the MASAR Vice President.
- F. The MASAR Treasurer will initiate a reimbursement which will be paid by check.
- G. Annual (calendar year) program limit: \$2,000. Program may be terminated or extended at any time at the discretion of the MASAR Board.
- H. Any individual receiving more than \$599 in a calendar year from this or other MASAR programs will be subject to a 1099 form as required by law.