

## Procedure for Royal Travel Reimbursement

It is to the Kingdom's benefit that our Crown and Heirs travel amongst us. It is also beneficial 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 those in their travels the Kingdom will use the Annual Budget of General Funds and a Royal Travel Fund (RTF).

### **I. Definition**

Travel is defined as round trip Transportation and Lodging.

### **II. Budget and Reimbursement**

The Kingdom Annual Budget will set aside from the General Fund \$1200 per reign for the Crown and \$500 per reign for the Heirs.

- A. The Crown will be reimbursed 100% for allowable in-Kingdom (defined as within the borders of Artemisia) travel for all events. This will be paid out as one third (1/3) from Kingdom General Funds (up to the budgeted amount), and two thirds (2/3) 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 submitted within 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. Original receipts must be submitted either in person or by mail within 60 days after the close of an event.
  - 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 the event as the IRS mileage rate set for the current year. For 2016, that rate is \$.14 cents/mile.
  - 3) Lodging will be paid at the standard government location rate. In the event of an emergency, KFC approval (at 100%) can be obtained for additional lodging funds.
  - 4) There will be no reimbursements (either travel or lodging) for events held within a close geographical area from the home area of the Crown (or Heirs). Close is defined as a radius of 75 miles or approximately 150 miles round trip.

- 5) If the Crown is comprised of two separate households it must be disclosed, in writing (electronic correspondence is acceptable), before Coronation, the agreed upon division of reimbursable travel funds (example, 50/50 split of all allowable expenses up to the reimbursable amounts).
- B. For out of Kingdom events, the Crown will receive 100% reimbursements (as defined above) for two approved out of Kingdom events. Reimbursement will be provided in accordance with Section A., above.
- 1) Prior to their Coronation, the Crown will submit their travel schedule and KFC will approve the Crown's two suggested out for Kingdom Events.
  - 2) Any additional out of Kingdom travel (after the approved two events), will be reimbursed at the rate of two-thirds (2/3rds) for allowable expenses, paid out as listed in B, above. The remaining one-third (1/3rd) will be the responsibility of the Crown.
  - 3) Travel to out of Kingdom Wars or Events where Artemisia is a Principal Kingdom, or Crown is attending to negotiate a war treaty will be paid at 100% (and will not be considered an approved out of Kingdom event). These Events will be listed on the Crown's approved travel schedule.
  - 4) In the event that the travel schedule for the Crown changes during their reign, the KFC will meet to approve new out-of-Kingdom travel as necessary.
- C. The Kingdom General Funds amount for the Heirs will be used to pay 100% reimbursement of allowable travel for all in-Kingdom events (defined as within the borders of Artemisia) (up to the budgeted amount). This reimbursement will begin with their first in-Kingdom event after the Crown Tourney where they become the Heirs. Use of the RTF is not available to the Heirs. In the event it becomes necessary for the Heirs to travel out of Kingdom in the place, and at the request of the Crown (i.e. proposed negotiations or participation on potential Wars or Events), upon 10% approval from the KFC, these out of Kingdom travel expenses may be reimbursed to Heirs, up to the budgeted amount.
- 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 \$1800 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 \$1550. This will be allowed for the first two months to enable Their fund-raising to start to earn for the RTF.
- C. KCoE will have oversight of the RTF. A warranted Deputy Kingdom Exchequer will be appointed to aid the Heirs with Their fundraiser; said fund-raising 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 will be paid from the Royal Travel Fund. Heirs must consult with the KFC and KCoE concerning Their fund raising ideas before they are implemented.

#### IV. Close Out

In the event that the need for the Royal Travel Fund no longer exists, for whatever reason, the remaining funds will be distributed as follows:

- A. One-half of the remaining funds will be placed in a dedicated fund for care, repair and replacement of regalia.
- B. One-half of the remaining funds will be transferred to the Kingdom General Fund.

Procedure for Royal Travel Reimbursement Approved the 25 day of Nov 2016

Crown: [Signature]

Crown: [Signature]

Kingdom Seneschal: [Signature]

Kingdom Exchequer: [Signature]