

MEMBERSHIP DUES  
DIRECT PAYMENT OR  
REIMBURSEMENT

Procedures for dues direct payment or reimbursement are as follows:

1. Each department administrator is initially responsible for the dues and membership budget approved for his/her area of responsibility.
2. Membership dues requests are to be made in writing to the department administrator. The department administrator shall forward the request to the appropriate vice president, who then will forward to the President for approval or disapproval and so inform the individual making the request.
3. Upon approval, the department administrator shall forward the request to the Business Office for direct payment to the organization.
4. Employees shall be reimbursed for use of his or her private automobile at the currently approved mileage rate for travel expenses incurred. See DEE (Local) and (Regulation).