



HARMONY HEARTLAND REGION 4

DISBURSEMENT GUIDE

Effective January 15, 2025

TABLE OF CONTENTS

Regional Convention Disbursements.....	1
Regional Events Disbursements.....	3
International Convention/International Education Symposium.....	4
Chapter Visits.....	4
Regional Management Team Meetings.....	4
Regional Faculty and Staff.....	4
Internationally Funded Visits.....	5
Gifts to Regional Competitors Representing Region 4.....	5

Regional Convention Disbursements

Convention Coordinator (CC):

- 5 nights lodging at full room rate
- Mileage @ .50 per mile
- 4 days per diem @ \$30 per day

Chair of the Regional Convention (CRC):

- 4 nights lodging at full room rate
- Mileage @ .50 per mile
- 4 days per diem @ \$30 per day

Official Panel Liaison (OPL):

- 4 nights lodging at full room rate
- Mileage @ .50 per mile
- 4 days per diem @ \$30 per day

Events Coordinator:

- 4 nights lodging at half room rate
- Mileage @ .50 per mile
- 4 days per diem @ \$30 per day

Education and Finance Coordinator:

- 4 nights lodging up to half room rate

Marketing and Communications Coordinator:

- 3 nights lodging up to half room rate

Regional Management Team (Directors, Membership, Team):

- 2 nights lodging up to half room rate

Chairs Including Hub, Registration, Volunteer, Logistics, Stage Managers, Recording, Pre-Stage, Jumbotron and Webcast:

- 3 nights lodging up to half room rate.
- Mileage @ .50 per mile
- 2 days per diem @ \$30 per day

Chairs (not listed above as listed on the Standing Rules Addendum – Chart of Regional Steering Committee):

- 2 days per diem @ \$30 per day or voucher as determined by CRC

Emcees and Pages:

- Lunch

Other Staff

- Meals or per diem as determined by CRC or CC

Regional Events Disbursements

Regional Management Team:

- Up to 2 nights lodging at half room rate
- 2 days per diem @ \$35 per day
- Registration fee
- Mileage at .50 a mile

Ways and Means Chair, Registration Chair, and Event Assistant, if working:

- Up to 2 nights lodging up to half room rate
- 2 days per diem @ \$35 per day
- Registration fee

Regional Faculty and Rising Star Coordinator, if working:

- 1 night lodging up to half room rate
- 1 days per diem @ \$35 per day
- Registration fee
- Mileage at .50 a mile

International Convention/International Education Symposium

Regional Management Team:

- Not to exceed \$750 per coordinator in expense reimbursement in combination for international events annually

Chapter Visits

For duties as assigned by the Regional Management Team:

- Mileage @ .50 per mile
- 1 days per diem @ \$35 per day
- Hotel, if required

Regional Management Teams Meetings

(For RMT and invited attendees)

- Mileage @ .50 per mile
- 1 days per diem @ \$35 per day

Regional Faculty and Staff

(For duties as assigned by the Regional Education Coordinator)

- Mileage @ .50 per mile
- 1 days per diem @ \$35 per day

Internationally Funded Visits

- Mileage @ SAI rate (IRS mileage rate)
- \$50 fee (to be paid by chapter)
- Lodging and meals, if required paid by chapter

Gifts to Regional Choruses, and Quartets representing Region 4 at International Competitions and Meetings

Gifts to Regional Champions representing Harmony Heartland Region 4 at International Competitions will be made in accordance with this schedule and will be made *contingent upon the availability of Regional funds*. Final yearly decisions will be based on the current budget.

Total of all gifts not to exceed \$10,000.00 per year. Should the amount exceed \$10,000.00 it will be referred back to the Regional Management Team for approval of reallocation or additional budget requirements.

Champion Chorus	\$3,000
Division A Harmony Classic Competitor	\$2,000
Division AA Harmony Classic Competitor	\$2,000
Wildcard Chorus	\$2,000
Champion Quartet	\$750
Wildcard Quartets (if all members of Region 4)	\$500
Top Fifteen International Quartets (if all members of Region 4)	\$500
Other Competing Quartets with members from Region 4	\$100 per Region 4 primary member
Rising Star of Region 4 Quartet	Apply for grant funding under Rising Star grant fund – does not count towards \$10,000 limit