

Guidelines for Typical Allowable Expenses

The following are examples of expenses typically allowed for officers and Branch Presidents.
AAUW Maryland expenses:

State President and Co-Presidents

- Maryland Counterparts Directory
- Subscription Fees for Conference Calls and Videoconferencing Service
- Postage and AAUW-MD Stationery, Address Labels, Business Cards
- Printer Cartridges, Paper, Notebooks, Dividers, Copying
- Materials ordered from AAUW National
- Incentives for Statewide and Branch Events (Magnets, Screen Wipes, Pens, Buttons, etc.),
- AAUW National Convention Expenses (amounts are specified in approved budget):
 - Registration, Travel, Hotel, Baggage Fees, Per Diem Meal Allowance, Airport Parking
 - Costs for Hosting an AAUW-MD Member Gathering at the National Convention
- Transportation to statewide, branch, and AAUW-MD sponsored meetings, marketing activities.

State Program VP and Co-VPs

- Speaker(s) Fees, Hotel Costs for Featured Speaker(s), Meal(s)
- Flyers and/or Posters
- Gifts for Speakers and Workshop Leaders
- Postage and AAUW-MD Stationery, Address Labels, Business Cards
- Printer Cartridges, Paper, Notebooks, Dividers, Copying
- Table Decorations, Plants
- Materials ordered from AAUW National as incentives for Statewide and Branch Events
- AAUW-MD Tablecloth, Banner
- Space Rental for Meetings
- Transportation to statewide, branch, and AAUW-MD sponsored meetings

State Membership VP and Co-VPs

- Postage and AAUW-MD Stationery, Address Labels, Business Cards
- Printer Cartridges, Paper, Notebooks, Dividers, Copying
- Materials ordered from AAUW National as incentives for Statewide and Branch Events
- Calendar and/or Date Planner
- Incentives for Statewide and Branch Events
- Table and/or Registration Fees for Events Marketing AAUW-MD
- Transportation to statewide, branch, and AAUW-MD sponsored meetings, marketing activities

State Public Policy VP and Co-VPs

- Postage and AAUW-MD Stationery, Address Labels, Business Cards
- Printer Cartridges, Paper, Notebooks, Dividers, Copying
- Materials ordered from AAUW National as incentives for Statewide and Branch Events
- Calendar and/or Date Planner
- Registration and Table Fees for Public Policy-related Events
- Coalition memberships (e.g., MLAW)
- Transportation to statewide, branch, AAUW-MD sponsored meetings, legislative activities

State Communications VP and Co-VPs

- Postage and AAUW-MD Stationery, Address Labels, Business Cards
- Printer Cartridges, Paper, Notebooks, Dividers, Copying
- Materials ordered from AAUW National as incentives for Statewide and Branch Events
- Software for Newsletter Production
- Transportation to statewide, branch, and AAUW-MD sponsored meetings

State AAUW Funds VP and Co-VPs and Secretary/Co-Secretaries

- Postage and AAUW-MD Stationery, Address Labels, Business Cards
- Printer Cartridges, Paper, Notebooks, Dividers, Copying
- Materials ordered from AAUW National as incentives for Statewide and Branch Events
- Transportation to statewide, branch, and AAUW-MD sponsored meetings

Treasurer

- Postage and AAUW-MD Stationery, Address Labels, Business Cards
- Printer Cartridges, Paper, Notebooks, Dividers, Copying
- Checks and Deposit Slips
- Transportation to statewide, branch, and AAUW-MD sponsored meetings

Branch Presidents and Co-Presidents

- Transportation to statewide meetings

The Board will consider proposals for Special Projects and Collaborative Partnerships that are outside of the Approved Fiscal Budget. Should the Board approve these activities, the expenditures will be reimbursed. Sign up with the Co-Presidents to get on the agenda to make future requests.