



POD Network

Financial Support Guidelines

Effective October 2024 Supported by Core Committee Approval

These Financial Support Guidelines were approved by the Core Committee in October 2024 and supersedes the Roles and Compensation Practices document approved June 2020 and updated September 2022.

Introduction:

The POD Network, a primarily volunteer-based organization, relies on various types of roles to enable us to do our work. We limit direct payment for work done by our members and have relied heavily on volunteer labor. This approach is common in not-for-profit organizations and may place a disproportionate burden of service on people of color and other underrepresented groups of members who, research has shown, tend to take on or be expected to perform more invisible labor and service work.

Balanced with a fiscally responsible approach, the POD Network has a desire to:

- provide need-based support to members in certain leadership positions, so that those with less institutional/employer funding do not encounter structural barriers to participation at this level in the organization
- more effectively and meaningfully recognize roles that require significant and sustained time and effort

Goal:

- Reduce financial barriers and institutional affiliation resource inequities to inspire and motivate all POD Network members to pursue leadership roles and make conference attendance equitable and more accessible to all POD Network members.
- Provide financial support to current POD Network leaders who may be unable to attend the POD Network conference due to financial constraints.

Funding Process:

Each year during the budget-approval process, the Core Committee, after considering the recommendation from the Finance and Executive Committees, approves the total amount available for financial support to leadership and members-at-large, identifying the source of the funding (operating budget, operating reserves, or investments) for the following categories.

Categories of Financial Support

Guaranteed Support (No Request Required) via Reimbursement after the conference (see Parameters below)

- Executive Committee members
- Conference Committee members

Guaranteed Support Upon Request via Reimbursement after the conference (see Parameters below)

- Core Committee
- One member of each Committee and SIG as reported by the Committee/SIG Chair via email to the [POD Office](#) no later than 7 days prior to the early-bird registration fee deadline.
- TIA Editors
- Getting Started Facilitators

Needs-based Financial Support (funds distributed prior to conference)

- Competitive (Call for Application)
- Available to Committee or SIG leaders not granted travel fellowship through their group need to apply through this path
- Available to others
- Selection is determined through a random lottery-style selection based on available funds from a Needs-based support line item in the annual budget.

Parameters for Reimbursement (volunteer leadership):

- Maximum reimbursement is \$1,800 as supported by itemized receipts.
- Requests for reimbursement must be sent to the [POD Office](#) via email and are guaranteed if received at least one week (7 days) before the early registration deadline. Requests received after this date may be accepted if sufficient funding is available.
- Reimbursement includes:
 - Conference registration at the early-bird registration rate
 - Lodging is limited to the dates of the conference, with one additional night before and/or after the conference, and will not exceed the conference rate for hotel accommodations
 - Meals (not provided during the conference) will be reimbursed at the [IRS per diem rate](#) for the location, time of the year, and for the meal purchased.
 - No alcoholic beverages will be reimbursed.

- Transportation expenses: Air, rail, or mileage (based on the IRS volunteer rate). The traveler may select their preferred means of travel considering the most economical means to and from the conference.
- Parking for the approved length of stay, not to exceed the hotel rate
- Roundtrip ground transportation from/to the hotel and from/to departing location (home, airport, etc) on arrival and departure dates
- Note: Pre-conference workshops and associated expenses are not included.

Process for Requesting Reimbursement (volunteer leadership)

- Upon receipt of a financial support request, the POD Office will acknowledge the request and provide information about the reimbursement timeline and process which will include, but not be limited to, the above parameters and the information in this section.
- No later than December 31 of the year of the annual conference, submit a completed and signed Expense Reimbursement Form to the [POD Office](#) via email.
- Include itemized receipts, providing the purchase date and time, purchased item(s), and type of payment (card, cash, etc.) for each expense listed on the reimbursement form.
- If requesting reimbursement for mileage or ground transportation to and from the conference venue, provide the address of the beginning and ending points. Mileage will be reimbursed at the [IRS volunteer rate](#).
- Meal Receipts:
 - Meals (not provided during the conference) will be reimbursed at the [IRS per diem rate](#) for the location, time of the year, and for the meal purchased.
 - If meal receipts include meals for more than one individual, specify if the individual is associated with the conference and which meals belong to each individual.
 - Tips are reimbursable within reason.
- After the reimbursement form and receipts have been verified, the POD Office will issue the reimbursement via a check, ACH deposit, or wire transfer depending on the location of the requestor. The funds will be issued in US dollars. The POD Network will absorb the cost of banking fees. The recipient will absorb the expense of currency exchange, if any.

Parameters and Process for Requesting Needs-based Financial Support by Members-at-large (funds distributed prior to conference)

Parameters

- Financial support includes the early-bird registration rate for the annual conference and one year of POD membership.
- Applicant must itemize the type (lodging, meals, transportation, etc.) conference expense and amount of funding for each type, not to exceed \$1,800
- Applications must be submitted within the timeline provided in the annual “call for applications.”
- Those receiving travel fellowships from other POD Network committees/SIGs or from their employer (institutions/organizations, etc. are not eligible for additional needs-based financial support unless all funds have not been allocated
- Funding is NOT available for pre-conference workshops and associated expenses

Process

- The POD Office will announce (via multiple methods) a “Call for Financial Assistance Applications” when, or soon after, the registration for the annual conference is announced.
- Applications must be received by the deadline included in the “call.”
- After the deadline, the POD Office will assess the applications based on the information provided to determine eligibility.
- If the number and requested amount of requests exceed the amount of available funds, eligible recipients will be subject to selection via a random-number generator process.
- The POD Office will notify all applicants of the results of the selection process.
- The chosen recipients will be asked to accept the travel funds, provide instructions for receiving the funds (mailing address and/or banking information for ACH deposit or wire transfer) and will agree to return the funds if they do not attend the conference.
- Within seven (7) days of receipt of the confirmation and requested information, the POD Network will issue funds in US dollars and will pay banking fees. The recipient will absorb the expense of currency exchange, if any.