

**SAN DIEGO CHAPTER
CALIFORNIA SOCIETY OF ENROLLED AGENTS
NATIONAL ASSOCIATION OF ENROLLED AGENTS**

STANDING OPERATING PROCEDURES

Reference: San Diego Chapter Bylaws (rev. September 13, 2011)

For Chapter Representatives to CSEA & NAEA Conventions

Duties:

1. Attend all business sessions of the convention.
2. Vote on all issues voted upon and in all elections held at the convention.
3. Attend convention workshops as appropriate.
4. Attend installation of officers and awards banquet.
5. Submit a written report to the Chapter Board of Directors at the first meeting following the convention.
6. Write an article for publication in the Chapter Newsletter covering the highlights of the convention.

Reimbursement by the Chapter:

1. Lodging for the published dates of the convention, or actual days attended, whichever is less. (except when held in San Diego)
2. Cost of round-trip airfare to the convention site or mileage at the IRS allowed rate. (Mileage may not exceed the airfare cost).
3. Meal and incidentals rate allowed by IRS for the area during the published dates of the convention or actual days attended, whichever is less.
4. Cost of the installation and awards banquet.

These are the maximum reimbursable expenses that can be expected.