



# **ADRIAN EMPIRE**

## **GUIDELINE: EXPENDITURE OF IMPERIAL FUNDS FOR TRAVEL**

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## **EXPENDITURE OF IMPERIAL FUNDS FOR TRAVEL**

### I. Imperial Estates Meetings

A. During planning of Imperial Estates Meetings, the following should be taken into consideration, in order of descending precedence:

1. Regional rotation set forth in Imperial Estates Writ 21
2. Bids received from chapters and members
3. Cost-effectiveness

### B. Cost-Effectiveness

1. Both direct and indirect costs must be taken into account in evaluating bids and venues for Imperial Estates Meetings.

#### a. Direct Costs

These are the costs reimbursed or paid directly by the Adrian Empire.

#### b. Indirect Costs

These are the costs incurred by individual chapters and members. While chapter expenses are not directly taken from the national bank account, their funds are ultimately Imperial funds and should be afforded the same consideration.

### II. Other Travel

Periodically, the Imperial Crowns and/or their representatives may be called upon to travel throughout the Empire, independent of Imperial Estates Meetings.

#### A. Reasons for Travel

1. Attendance of Imperial Crown Wars outside the region of residence, when in-region participation is restricted by Imperial Law.
2. Arbitration/mediation of disputes, where telephonic or other remote intervention has been attempted and failed.
3. Chapter support

#### B. Frequency of Travel

1. It is anticipated that the Imperial Crowns and/or their representatives may need to undertake a total of up to 5 trips per regnal year, in addition to the Imperial Estates Meetings.
2. Additional travel should be approved in advance by a majority vote of the Imperial Estates.