

5-21-1924

## Minutes, May 21, 1924

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### Recommended Citation

"Minutes, May 21, 1924" (1924). *Agendas and Minutes*. 967.  
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EXCERPT FROM THE MINUTES  
of the  
MEETING OF THE BOARD OF TRUSTEES  
held May 21st, 1924.

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IT WAS VOTED: To approve of the recommendation of the President relative to the policy for the payment of expense of travel of members of the staff in attendance at conferences of professional associations, which were as follows:

1. That the basis of decision shall be the needs of the Institution rather than that of the individual.
2. When the necessity that the Institution be represented at a conference is clearly evident, then the Institution shall pay salary, railroad, pullman, hotel, and living expenses.
3. When it is desirable but not essential for the Institution to be represented, then the Institution may pay part of the expenses and the individual himself bear part of them, under some such arrangement as the following: Institution to pay railroad and pullman fares, individual to pay meals and hotel bills.
4. When it is desirable for the Institution to have an individual secure additional professional training through attendance at such association or conference, then the Institution should pay salary when in attendance, but bear none of the expenses of the trip, all of which should be borne by the individual concerned.