

In the Barony of Fontaine dans Sable, Kingdom of the Outlands, a branch of SCA, Inc., there shall be a dedicated and separate fund within Fontaine's accounts, strictly for the purpose of offsetting certain traveling expenses incurred by the Baron and Baroness of Fontaine dans Sable. This fund shall be known as the "Fontaine Coronet Travel Fund".

All monies within the fund will be under the direct control of the Exchequer, and will follow the policies for reimbursement as set forth by the most recent Exchequer handbook. Requests for reimbursement must be made on a Fontaine dans Sable Funding Authorization Form, and must be approved by the Barony's seneschal. Requests must be presented to the Barony's Exchequer within 30 days of the purchase.

Reimbursements can be made for traveling expenses incurred by the Baron and/or Baroness while traveling to mandatory events. Mandatory events include; Spring and Fall Outlands Crown Tournaments, Spring and Fall Outlands Coronations, Baronial Investitures. Any other events will be reviewed by the finance committee on a case-by-case basis prior to reimbursements.

Certain events, while the presence of the Baron and/or Baroness is requested, will not be allowed to have travel expenses reimbursed. These events include all wars, Grand Outlandish, Lonely Mtn., Stag's Con, Silver Pass, Queen's Prize, Kingdom A&S, as well as any event held outside the boundaries of the Kingdom of the Outlands.

Reimbursement allowance will be decided by the distance to the event attended. Allowable gasoline purchases and hotel allowances are indicated on the following chart. Hotel allowances are for the duration of the event (if an overnight stay is mandated) and extra nights as indicated. Travel expenses not adequately covered by the following chart will be decided by the Barony's financial committee on a case by case basis. Automobile maintenance or repairs, meals, drinks and site and/or feast fees will not be reimbursed.

Event location	Gasoline	Hotel
Less than 50 miles	None	None
50 miles to 100 miles	Allowed	None
100 miles to 250 miles	Allowed	1 Night
Over 250 miles	Allowed	2 Nights

Allowable hotel rates will be determined by finding an average price of 3-5 hotels near the event site. The hotels used to determine local average price will be no fewer than 2 star (or the equivalent of 2 stars) hotels, using double occupancy. In the case where the hosting group has an arrangement with a local hotel, allowances will not exceed the amount of said arrangement. Extra amenities, including meals, telephone or internet charges, entertainment charges, pet fees and extra occupants will not be included in finding the hotel allowance, and will not be reimbursed.

Airline travel is permitted, when the price is equal to or less than travel by car or when there is an extenuating circumstance that is beyond the control of the Coronet. The determination of airline travel will be decided by the Barony's financial committee prior to airline ticket purchase. An airline travel request should be submitted to the financial committee as early as possible prior to its regularly scheduled meeting before the event.

No travel expense can be reimbursed to anyone other than the Baron or Baroness. Expenses paid for by anyone other than the Baron or Baroness cannot be reimbursed. If a hotel room is

occupied by anyone other than the Baron and/or Baroness and their (grand)child or (grand)children, only half of the hotel room price will be reimbursed.

The Coronet is a single entity for the purposes of this fund. If the Baron and Baroness travel separately, each is entitled to half of the allowable travel expense reimbursement. A funding authorization form must be submitted by each member of the Coronet if separate reimbursement checks are requested.

Changes to this document must be ratified by a majority decision of Fontaine dans Sable's financial committee before going into affect. If changes are made to this document, a new document must be prepared, and it must be signed by the Baron, Baroness, Seneschal and Exchequer of Fontaine dans Sable to affect the changes.

If a member of the Coronet would like to dispute the decision of the Seneschal or Exchequer regarding the amount or disallowance of a reimbursement, they should first take the matter before the financial committee of the Barony of Fontaine dans Sable. Further disputes should be sent to the Kingdom Seneschal and Kingdom Exchequer of the Outlands for their review.

The process for replenishing the Coronet Travel Fund account, within the regular books of the Barony of Fontaine dans Sable, will be at the discretion of the Coronet and the financial committee, so long as the refunding plan adheres to the laws and procedures of SCA, Inc., The Kingdom of the Outlands, the Barony of Fontaine dans Sable, and the modern laws governing the activities of the Barony. A plan for refunding must be made at least annually, and be written into the annual budget for the Barony.

If a current or past member of the Coronet is suspected of fraudulently requesting a reimbursement, notification of the action will be submitted to the Kingdom Seneschal and Kingdom Exchequer for an investigation. Also, if a current or past Seneschal, Exchequer, or member of the financial committee is suspected of fraudulently approving a request, notification will be sent to the Kingdom Seneschal and Kingdom Exchequer for an investigation. Local law enforcement and SCA, Inc. will be informed once the claim of fraud is determined to be valid.

Signed this ____ day of _____, AS XL (2006 A.D)

Duncan Alastair MacRae
Baron Fontaine dans Sable

Mary of Lyonshall
Baroness Fontaine dans Sable

Maria Abramsdottir
Seneschal

Isabella di Francisco Ambrosini
Exchequer

Aili MacFarlane
Officer

Dairine Mac Greggor
Officer