

SPMS Secretary Report  
Thursday May 18, 2017  
Submitted by Robin Smith

**SPMS Bylaws:**

Approved Bylaws submitted to USMS; posted on both SPMS and USMS websites

**Proposed USAS 2017 Convention Expenses for Reimbursement:**

(Assumes travel to Dallas, TX on Wednesday September 13, 2017 and return on Sunday September 17, 2017)

Roundtrip Airfare (Average coach fare departing from LAX, SNA, LGB, BUR, LAS)	\$550.00
Checked Baggage Fee (\$25.00 x 2)	\$50.00
Taxi from/to Dallas DFW Airport to/from Hotel (\$50.00 x 2)	\$100.00
Food (\$45.00 x 4 days) (Average of GSA meal rate for city and old SPMS per diem)	\$180.00
Hotel (\$80.00 x 4 nights) (Assumes double occupancy, total <u>includes</u> taxes)	\$320.00
Parking at Home Airport (\$13.00 x 5) (Average Economy Lot Rate at LAX, SNA, LGB, BUR, LAS)	\$65.00
<b>TOTAL</b>	<b>\$1265.00</b>
Additional expenses to attend Wednesday meetings = <b>\$138</b> (includes hotel \$80 + food \$45 + home parking \$13) <b>Note: Additional night expense reimbursement needs approval in ADVANCE from SPMS Chair</b>	

**USAS Convention Registration:**

Registration Fee \$180.00 per delegate before midnight Monday August 21, 2017  
(Note: Late Registration \$210)

Proposal: SPMS Treasurer submits all delegates on Group Registration Form