

Exam Proctor Reimbursement Policy

The BJCP encourages exams be given in under-represented areas and in new countries. The BJCP also strongly encourages high-level proctors be used on BJCP exams. These goals can be hard to meet simultaneously without involving travel for proctors. In order to meet these goals, the BJCP allows for expense reimbursement for proctors. The following rules and guidelines provide direction, limits, and escalation points for reimbursement.

Proctor travel should be evaluated on a case-by-case basis. If suitable local proctors are available, travel reimbursement should not be necessary. Proctors should not assume they will get travel reimbursement; the request must still be approved in advance. Proctors must make reimbursement requests through the local exam administrator.

Local exam administrators should first use the exam holdback to subsidize travel. The BJCP allocates a percentage of exam fees for administrator expenses (see Exam Policy). Administrators are encouraged to provide travel stipends to out-of-town proctors from these fees. Local exam administrators have the authority to offer stipends to proctors from these fees without any BJCP approval.

If significant travel expenses are required (such as overseas air fare), local administrators should first see if sponsorship can be obtained. Often there are beer events held at the same time and location as a BJCP exam. If a proctor could perform multiple tasks while visiting, sponsorship fees should be used if possible. Similarly, a sponsoring organization (e.g., homebrew club) or the examinees themselves may wish to directly sponsor the travel expenses. Local exam administrators have the authority to arrange external funding directly without any BJCP approval.

If all other reasonable avenues have been exhausted, the local exam administrators may request a BJCP subsidy for the travel. This request must be made to the appropriate BJCP Exam Director in advance of the exam. BJCP Exam Directors have the authority to approve travel stipends of up to \$500 or the current maximum grant award (see Grant Policy), whichever is greater. The responsible BJCP Exam Director should coordinate with the BJCP Treasurer and President in advance.

If a larger travel subsidy is required than the amount the BJCP Exam Directors can approve using their own authority, a funding motion must be made to the full BJCP Board.

Criteria for approving travel expenses are subjective, but are based on sound fiduciary principles. The rank of the proctor should be considered (must be National, preferred to be Master or higher), as is the availability of more local proctors. The exam site should be considered (is it in a new country or remote area?). Finally, it is desirable that the requested reimbursements not exceed the total revenue the BJCP receives from the exam (factoring in the size of the exam, and the administrative holdback).

Expense reimbursements should be based on reasonable and actual amounts. The subsidy should be applied towards actual travel expenses in getting the proctor to the event. Local contributions should be considered (e.g., are lodging, meals, and local transport covered by locals?). Reimbursements should not exceed expenses, or cover the time commitment; the reimbursement cannot be seen as a salary expense. Partial reimbursements (subsidies) can be approved.

This policy also applies to exam-related expenses, such as translation fees for non-English exams.

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