

# Michigan Municipal Treasurers Association

## REFUND POLICY

The Michigan Municipal Treasurers Association (MMTA) must pay for a guaranteed number of attendees to cover conference materials, meals and accommodations. For this reason, it is the policy of the Michigan Municipal Treasurers Association to deny refund requests after the attendee number has been confirmed (refund deadline).

Once a member notifies the coordinator of the inability to attend a registered event, after the refund deadline, they shall be informed that a substitute may attend the event in the registered member's place, even if the substitute is not a registered member of the association. In the event a substitute cannot attend the event, the coordinator shall provide the conference materials to the member(s) as soon as practicable. Conference materials shall be provided in the same format as provided to registered conference attendees.

A list of **ALL** refund requests must be presented to the MMTA Board of Directors with supporting documentation for review. Refunds shall not be issued until approved by a majority vote of the MMTA Board of Directors.

This policy shall be applied on a fair and consistent basis to all members that are unable to attend a registered event regardless of the reason for their inability to attend.

Presented and approved by the MMTA Board of Directors on January 16, 2008

Amended and approved by the MMTA Board of Directors on March 12, 2010.