

Korea TESOL Policies and Procedures Manual (2026)

This manual lists specific policies and procedures that govern the internal management of KOTESOL. These policies and procedures represent definite courses of action adopted for the sake of facility, expediency, clarity, accountability, and consistency in the day-to-day operations of the organization. They are subject to the KOTESOL Constitution and Bylaws, and they are a governance document for the National Council.

Preamble

This Policies and Procedures Manual (hereafter, “Manual”) is intended to be a living document. It represents the conventional courses of action that may be taken by KOTESOL at the current time, but the document may evolve with the addition, amendment, and/or rescission of policies by a vote, in accordance with the majority conditions laid out below in the document, at a duly convened meeting of the National Council (hereafter, “Council”).

The Manual shall be the day-to-day authority on the running of the organization; it represents the official standards, norms, and guidelines informing Council practices. A copy, for reference, is to be provided to the members of the National Council at the beginning of their term on the Council. ~~Each member is also to receive updates of this Manual as they are approved by the Council.~~ [Updates of this Manual will also be made available to members of the Council as they are approved.](#) It is strongly recommended that this Manual be reviewed annually and, if necessary, revisions made for Council approval.

It is further hoped and recommended that the individual Chapters of KOTESOL either adopt a similar policy manual, or draft their own, for consistent and continuous operations within each chapter.

Responsibilities of KOTESOL Officers

The Korea TESOL Code of Conduct applies to all representatives of KOTESOL, especially in all interactions in their official capacity, public or private. In addition, all representatives of KOTESOL are expected to act in good faith to serve the best interests of the organization, performing a duty of care in accordance with KOTESOL's mission and values.

1. Policy-Making, Transparency, and Authority

- a) Policies and procedures may be created by the Council, as the need arises, to improve or aid in the operations of the organization.
- b) Policies and procedures shall be adopted by a simple majority of the voting members present at a Council meeting, and once adopted, they exist—until such time as they are amended or rescinded.
- c) Policies may be amended or rescinded by the Council, as the need arises, by a simple majority of the voting members present at a Council meeting.
- d) The policies and procedures of the Council shall always be transparent and open to the membership (including members-only availability on the website) and must be provided to the membership upon request.
- e) The policies and procedures of the Council are the official guidelines for the Council in its operation, except in cases where they may conflict with the Bylaws of KOTESOL.

2. Organizational Planning

- a) The Council shall determine the national-level goals, events, initiatives, and projects of KOTESOL. Budgeting for these events shall be included in the national budget.
- b) The goals shall encompass the vision and mission of the Council, and KOTESOL in general, for the upcoming year, including an action plan outlining how each goal shall be carried out.
- c) The budget shall be the forecast of the revenues and expenses of KOTESOL on the national level for the upcoming year, including a budget for each event, considering preceding annual and event budgets and/or the specific needs of the event.
- d) Spending shall be confined to the limits set within the annual budget. If additional spending is considered necessary, it must have prior approval of the Council. See Section 3 (Financial Accountability) below.

3. Financial Accountability

General

- a) In all financial matters, the Council shall strive for the utmost accountability, transparency, and stewardship of KOTESOL's funds.
- b) As a not-for-profit, all-volunteer organization, KOTESOL shall operate its finances with no personal financial benefit to its officers or members. Volunteers and members shall not be paid for their services. Exceptions may be made in cases when (a) the service requires a special or unusual skill, especially one developed through years of experience or training; (b) no skilled member/volunteer can be found who is willing to perform the service for free; and (c) the skilled member/volunteer is willing to provide this special skill at a reasonable cost, with "reasonable" defined after an earnest cost-comparison effort and preferably after a good-faith attempt to solicit competitive bids on the service. In such exceptional situations, the cost shall be included in the proposed event budget along with a justification for the expense, which the National Council shall then take into consideration for approval.
- c) Any awards and grants requiring the use of KOTESOL national funds should be restricted to members only. Exceptions can be made in extraordinary circumstances (e.g., KOTESOL Patron Award). For publication awards, a membership valid at the time of paper submission would qualify.
- d) The fiscal year of KOTESOL shall be from January 1st to December 31st of the same year.

Annual Operating Budget

Early in the Council term, preferably before the fiscal year begins, Council shall prepare and approve an annual operating budget for the following fiscal year by the end of the current fiscal year. The budget shall detail and explain the revenues, expenses, and expected balance of the organization, based on previous years' actual figures (whenever possible) as well as the goals and events planned by KOTESOL for the upcoming year and shall ideally be a balanced budget.

Event Budgets

- a) Each planned event for the year shall have a preliminary event budget included in the annual operating budget.
- b) The chief organizer of an event shall prepare a finalized event budget that details and explains the anticipated revenues, anticipated expenses, and

projected balance for the event, ideally to be presented for Council approval with the annual budget or at a Council meeting preceding the event, whichever comes first after the inception of the idea for the event. The finalized event budget should follow as closely as possible the spending approved for the event in the preliminary event budget.

- c) Once the event budget has been approved, and only then, the chief organizer of an event is authorized to spend money on the event in accordance with the budget and shall manage the revenues and expenses of the event, subject to the oversight of the Council.
- d) Following the event, the chief organizer shall present a financial and operational accountability report for the event to the Council. The report should be in writing and should include a balance sheet as well as an explanation of any significant discrepancies between the budgeted and actual amounts. The report shall include specific technical details about the event (for example: participation, outcomes, and issues).

Spending

- a) Only duly authorized representatives of KOTESOL may spend funds in accordance with the existing line items of the budget, the Constitution and Bylaws of KOTESOL, and as outlined in this Manual.
- b) The National Treasurer, with the approval of the Council, may be granted discretion in dealing with over-budget expenses; specifically, the Treasurer may (but is not required to) approve items that are up to 10% over budget, and up to 50,000 won over budget on line items of less than 500,000 won. All such approvals by the Treasurer must be reported to the Council at the next Council meeting.
- c) Any spending on items outside the scope of the budget shall be approved by the Council prior to the spending of funds.

Reimbursements

- a) Reimbursements for authorized expenses (i.e., that have existing line items in the budget) incurred on behalf of the Council with personal funds shall be made upon presentation of a receipt or invoice for the expense.
- b) Without a receipt or invoice, reimbursements for authorized expenses shall only be made subject to the approval of the Council.
- c) Unauthorized expenses shall not be reimbursed.
- d) If an expense is presented for reimbursement that is not in line with KOTESOL's mission and values; not in the best interests of the organization; or arguably otherwise inappropriate, the Treasurer can at their discretion raise a discussion with elected executive officers, who may then make a decision on whether or not to disburse the requested amount. If

disbursement is declined, the person submitting the RAD (Request & Authorization for Disbursement) may submit it to National Council for reconsideration.

Accountability

- a) All (national) organization funds shall be kept on deposit in the name of the organization at a proper banking institution and shall be properly accounted for by the Treasurer. An operating float may be kept in a daily operating bank account. The remaining funds shall be in an interest-bearing account.
- b) No monies may be withdrawn in excess of one million Korean Won (1,000,000) without the written approval of the Treasurer, President, and one other executive officer of the Council.
- c) Any monies authorized by prior vote of the Council, no matter what their amount, shall be paid by the Treasurer upon receipt of an invoice from the vendor and a written request (see below) by the individual requesting payment. There shall be no need for additional signatures or approval if the sum is within the budgeted and pre-approved sum previously authorized by the Council.
- d) This request shall be presented to the Treasurer as a completed RAD (Request & Authorization for Disbursement), the form for which shall be made available by the Treasurer.
- e) The Treasurer shall prepare and present regular written financial accountability reports to the Council at each of its meetings and shall provide these reports by the deadline set by the President for the filing of National Council members' reports. The reports must include a cash flow statement (detailing the account transactions since the last report and current financial position of KOTESOL) and a balance sheet (comparing the actual and budgeted amounts) also showing any and all income monies received since the previous financial report.
- f) A final and detailed written financial accountability report must be prepared by the treasurer at the end of the fiscal year and presented to the Council for approval (e.g., at the annual business meeting); after approval, it shall be made available to the membership.
- g) Any member of KOTESOL may have access to the financial records of the organization by arranging a meeting at a time and place convenient to the Treasurer.
- h) The financial reports shall be compiled along with the proposed annual budget in accordance with recognized accounting standards.
- i) The treasurer shall review and set the exchange rate (KRW to USD) as needed.

4. Nominations and Elections

The Nominations and Elections Committee Chair shall form a committee, among which it is recommended that no more than half be members of the Council. This group shall implement the national-level, general elections of KOTESOL, including but not limited to the following:

- a) Creating and/or maintaining appropriate regulations, procedures, and policies for the elections. These shall include campaign procedures to be followed by candidates, a listing of what KOTESOL resources are available to the candidates, and procedures for voting.
- b) Recommending dates and times for the nomination period, the campaign period, and the voting period, for the approval of Council.
- c) Assisting Chapters, upon request, in setting up and running chapter elections.
- d) Endeavoring to provide a full slate of candidates (at least one candidate per office, with 2+ preferred) for the annual general elections through active advertising and recruitment.
- e) All election policies proposed by the Nominations and Elections Committee must be approved by Council.

5. Council Meetings

- a) Each elected executive officer, chapter president, and committee chair shall provide a written report to the Secretary prior to any scheduled Council meeting within a time period set by the President.
- b) The President shall set the agenda for Council Meetings.
- c) The Secretary shall provide the draft minutes of the previous Council meeting for the approval of the Council at least 3 days prior to the Council meeting.
- d) The Treasurer shall provide a current financial status report.
- e) A voting member of the Council may appoint one substitute to a Council meeting in the event that the Council member is not able to attend a meeting, as stated in the Bylaws. This substitute must be a current KOTESOL member and a member of at least one group that the Council member represents.

6. Appointments

- a) Appointed positions shall be filled by recommendation of the President, subject to the approval of the Council as prescribed in the Bylaws.
- b) Below are listed appointed positions and their duties. New positions may be created, as the need arises, or removed with approval of the Council.

Membership Committee Chair

- Develop strategies to support the chapters in recruiting and retaining members.
- Seek ways to provide value-added service to members (e.g., by facilitating negotiated local discounts, coordinating membership social and networking events, printing and distributing membership cards).
- Support grassroots promotion of KOTESOL by members (e.g., by making available promotional materials for distribution, offering branded items for sale).
- Inform members of their membership benefits and other opportunities (e.g., by maintaining the Membership page online, publishing the KOTESOL News email newsletter, providing a Membership table at conferences).
- Ensure that members have a readily available method of identifying themselves as current KOTESOL members.
- Advocate for members and ensure their best interests (including privacy) are being maintained in all Council decisions.
- Handle any membership-related questions and other matters related to membership.
- The Membership Committee by default comprises all chapter presidents and each chapter's membership officer, if one exists, as well as other members as desired.

International Outreach Committee Chair

- Form an international outreach committee that shall promote KOTESOL at various TESOL events worldwide and invite international participation in KOTESOL events in Korea through reciprocal arrangements with our international partners – both PAC (Pan-Asian Consortium of Language Teaching Societies) and others.
- Recruit and select qualified KOTESOL members to represent KOTESOL at international partner events through transparent selection mechanisms. Assist those representatives with the preparation of KOTESOL display and related materials.

- Administer the associated fund reimbursements to representatives. Assure that the representatives provide technical reports to KOTESOL regarding their activities as our representatives. Assure the dissemination of the representatives' reports to the Council. The chair shall provide a template for these reports. No monies shall be provided for reimbursement to the respective representatives unless and until a technical report is provided.
- Maintain a KOTESOL information web page listing the previous representative to each international-partner conference and archiving their reports for the use for future representatives to the respective conferences as well as for the general information and use of KOTESOL members.
- Ensure that the terms of our partnership agreements with our international partners are kept.
- Liaise with our international partners to coordinate the sending of their representatives to the KOTESOL international conference, arrange accommodations and other requirements as specified in each partner agreement, including our obligations as a PAC member.

Publications Committee Chair

- Form a working committee for publication of the *Korea TESOL Journal* (hereafter, "KTJ"), the major research publication; *KOTESOL Proceedings* (hereafter, "Proceedings"), the collection of international conference papers; *The English Connection* (hereafter, "TEC"), the quarterly magazine; and *HAN (Happenings and News)*.
- Appoint editors-in-chief to KTJ, Proceedings, HAN, and TEC as required.
- Ensure that articles for the KTJ, Proceedings, HAN, and TEC are submitted, edited, and published in a timely manner through regular communication with the publications' editors-in-chief.
- Ensure that the content of KTJ, Proceedings, HAN, and TEC is of a quality worthy of representing KOTESOL through regular communication with the publications' editors-in-chief and through communication and cooperation with the Research Committee.
- Strive to continually elevate the quality of KTJ articles to eventually obtain accreditation (e.g., Scopus) and effectuate a DOI for each published article.

- Promote KOTESOL publications at functions and events; solicit content from members or refer them to respective editors; gauge member interest in the publications.
- Ensure the prompt dissemination on KOTESOL publications in both their online and print formats.

Research Committee Chair

- Form a committee responsible for soliciting, reviewing, and ultimately selecting, by blind review, applications for the KOTESOL Research Grant.
- With the support of the Council and the Research Committee, undertake other projects deemed appropriate to foster research by and for KOTESOL members, such as research workshops, conference presentations, or symposiums. Coordination with relevant SIGs is encouraged.
- Establish and follow transparent guidelines for the grant application process.
- Work cooperatively with the other committees within KOTESOL (notably, Publications [KTJ], International Outreach, and the domestic relations liaison) to improve the quality and quantity of research.
- Work cooperatively with the various special interest groups to develop research in Procedures Manual that special interest area.
- Maintain the research@koreatesol.org email; this includes notifying grant recipients, responding to emails, filing relevant emails into appropriate folders.
- Monitor the research process of grant awardees, review their reports, and provide mentorship/feedback on their writing/research.
- Liaise with the International Conference Committee and with KTJ to disseminate the findings of research grant projects. Maintain records of policies and procedures for grant application, administration, and completion on the KOTESOL website.
- Maintain a list of previous KOTESOL grant recipients.
- Encourage the grant recipients to present at KOTESOL sponsored events.

- Investigate and pursue sources of outside research funding for KOTESOL members, and make known to KOTESOL members any such funding available.

Technologies Committee Chair

- Maintain the KOTESOL website. Form a Web Services team to ensure that the website is maintained, that information on the website remains up to date, and that new information is uploaded punctually.
- Train team members and web editors as required.
- Maintain the security of the website.
- Maintain the membership database.
- Ensure that the membership database remains secure and that data be released in a discerning manner. The identified person in charge of mailings of publications (TEC & KTJ), if a Council member, need not receive officer approvals for each issuance of the membership database for publications mailings.
- Devise and maintain a privacy rights policy that conforms to the requirements of Korea and also to international regulations that may apply to our members and profile-holders. The policy should be revisited regularly and updated as needed.
- Assist with other areas of technology as may be needed by KOTESOL (e.g., membership card maker, conference app and equipment).
- Report to the Council on new technology and technology that may assist KOTESOL in doing its mission more effectively.
- When new or replacement equipment is being considered for purchase, research what is available and their costs, and make recommendations for purchase to the Council.
- Assist with the installation of new equipment procured by KOTESOL for its use.

Publicity Committee Chair

- Select a committee to actively promote and inform the public and our members about KOTESOL and KOTESOL events. This may include all forms of print and digital media.
- Develop a plan and budget for publicity-related activities for the fiscal year.
- Maintain and monitor KOTESOL's national-level social media accounts.
- Liaise with the various committees and other departments of KOTESOL to meet their publicity needs.

Social Networking Services Management Team Leader (Non-Voting)

- The SNS Management Team is dedicated to ensuring the KOTESOL Facebook group provides a safe space for participants, including by establishing, enforcing, and reviewing policies that cultivate a positive, respectful, and secure environment for all members.
- Key responsibilities include policy development and review, including creating and regularly reviewing/updating a clear set of community guidelines that define acceptable and unacceptable behavior (e.g., prohibiting hate speech, personal attacks, spam, and harassment); active moderation and enforcement; and member support, including establishing a confidential reporting mechanism where members can safely flag content or behavior that violates the safety policy.
- The SNS Management Team Leader will lead administration of the KOTESOL Facebook group, either by taking on the role of lead administrator by or appointing a team member to that role. The leader will liaise between SNS Management Team and the National Council via the 1st Vice President. In addition to Facebook, the SNS Management Team Leader will also oversee any other social networking sites that become online discussion communities under the auspices of KOTESOL.

Financial Affairs Committee Chair

- Form a committee to oversee the financial affairs of KOTESOL.
- Assist in the preparation of the annual KOTESOL budget and any other budget that the committee may be asked to assist with (e.g., international

conference, national conference, SIG and chapter budgets, and other event budgets.

- Make recommendations for the creation of better financial policies and procedures.
- Organize and oversee an annual audit of KOTESOL financial affairs and any other audits that the committee may be asked to organize.

Sponsorship Committee Chair

- Work closely with the president and other officers to promote the sponsorship relations, retain existing relationships, and identify new sponsors to support KOTESOL and its goals, both on a national and chapter level.
- Search for new promotional opportunities for sponsors and other potential advertisers to create new sources of revenue.
- Work with the Council to create annual Sponsorship Rates, stipulating promotional opportunities and fees, to be approved by the Council.
- Promote and receive sponsorship applications for their participation in KOTESOL events (national, chapter, and SIG events).
- Coordinate with the Publications Committee, Web Services, Conferences and local/SIG events to include sponsorship opportunities.
- Coordinate with the Treasurer to invoice for orders and to collect funds from sales.
- All sponsorship policies and pricing proposed by the Sponsorship Committee must be approved by the relevant committee chair(s) and reported to Council; sales must be confirmed by the relevant department.

Diversity Committee Chair

- Create a committee to explore and propose ways in which KOTESOL can be more inclusive and diverse.
- Ensure that the KOTESOL Code of Conduct is applied appropriately if/when diversity concerns are raised.

- Share opinions and insights as a discussant in the group moderating the unofficial KOTESOL Facebook group, helping to ensure KOTESOL members' voices are equitably heard, with an eye toward encouraging sensitive and responsive administration of the group.
- Develop initiatives to promote awareness of and sensitivity to diversity issues among the wider KOTESOL community.

Domestic Relations Liaison (Non-voting)

- Facilitate the promotion of KOTESOL among domestic ELT-related organizations, including government agencies and professional associations.
- Facilitate partnership agreements with ELT associations for the mutual benefit of our associations.
- Recruit and select qualified KOTESOL members to represent KOTESOL as a presenter at domestic partner events. Assist those representatives with information pertinent to the event.
- Maintain a record of KOTESOL members presenting at domestic partner events.
- Ensure that the terms of our partnership agreements with our domestic partners are adhered to, including inviting presidents to our international conference opening ceremony, inviting a presenter to our international conference, and preparing for the opening ceremony a banner containing each partner association's name.
- Coordinate the reciprocal promotion of each other's events to our members.

7. Business Travel

Reimbursement for in-country travel by KOTESOL members on national-level KOTESOL business shall be standardized. (See Appendix.)

8. Language

- a) It is preferred that formal KOTESOL documents and media *in general* follow the guidelines set out in the APA Style Guide 7th Edition for punctuation, spelling, capitalization, and other editorial style.

- b) In the case that APA Style Guide 7 guidelines are not definitive, the decision of the Publications Committee shall be followed.

9. Transition of Officers

- a) All those finishing their (national) roles, elected or appointed, voting or non-voting, having completed their service, are expected to interact with their successors, either electronically or in person, to provide advice and information for a smooth transition of officers.
- b) For elected executive officers, this transition should take place as soon as possible, preferably reaching completion within one month of national-level general elections.
- c) All records, accounts, funds, equipment (hardware or software), etc. belonging to KOTESOL shall be passed on to the new officers in the same time frame.

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Appendix

KOTESOL Travel Expenses Policy and Procedures

This travel expenses policy covers reimbursement of travel-related expenses from national KOTESOL funds. This includes, but is not limited to, the following:

- National executive officers attending authorized KOTESOL meetings.
- National committee chairs attending National Council meetings or Team-Building and Connections Day (TBCD).

- Chapter representatives attending National Council meetings, Team-Building and Connections Day (TBCD), or the annual Chapter Presidents meeting.
- International Conference Committee (ICC) members attending ICC meetings or events.
- Other individuals attending events for which travel is budgeted and who have been invited or approved by the event organizer or by the national president.

Notes:

- These same guidelines are to be followed for all national-level events (e.g., Council meetings, committee meetings, individual officer meetings).
- Travel to the Annual Business Meeting shall not be reimbursed when it is held in connection with another KOTESOL event.
- When two KOTESOL events are held on the same day at the same location, travel expenses can be claimed for only one event.

The purpose of this policy is to encourage participation and representation at meetings organized by the National Council wherein decisions affecting the principles and practices of KOTESOL are made.

Requests may be made to the National Executive to cover travel expenses per these guidelines for other national administrative meetings that are called or to cover travel expenses for additional guests from the KOTESOL membership, KOTESOL partner associations, or service providers.

This policy may be used in whole or in part or adapted by KOTESOL Chapters, but does not supersede any policy that is developed at the Chapter level.

If a particular situation is not covered above, then please use the following guide:

1. Is the claim for travel-related expenses?
2. Are the funds to come from the national KOTESOL budget?
3. Is the claim valid (i.e., is the traveler entitled to claim travel-related expenses)?

If all three questions can be answered “yes,” then this policy applies. In the case of a dispute, the National KOTESOL president or treasurer shall have the authority to decide whether and how much to reimburse travel-related expense claims.

Travel: Mode of Transportation

1. Travel by Express or Intercity Bus

The traveler may claim the following expenses:

- Taxi/bus/subway fare from home to the express or intercity bus terminal

- The express or intercity bus fare to the meeting
- Taxi/bus/subway fare from the bus station to the meeting location

As above in reverse for the return journey.

Notes

- (a) Premium-class express bus travel shall not be reimbursed. However, the regular-class rate may be assessed.
- (b) Receipts (or used ticket stubs or boarding passes containing the ticket-price information) for express or intercity bus fares must be submitted to the KOTESOL national treasurer along with the properly completed travel form for reimbursement.
- (c) The maximum allowance for local taxi/bus/subway fares is 30,000 won for any single trip to and from a meeting covered by this policy. Receipts should be submitted if possible, but are not necessary for this category of expense.

2. Travel by City Bus, Subway, or Taxi

For distances shorter than those serviced by intercity bus or train, the traveler may claim the following expenses:

- Taxi/bus/subway fare from home to the train station

As above in reverse for the return journey.

Note

- (a) The maximum allowance for local taxi/bus/subway fares is 30,000 won for any single trip to and from a meeting covered by this policy. Receipts should be submitted if possible but are not a requirement for local bus and subway fares.

3. Travel by Train

The traveler may claim the following expenses:

- Taxi/bus/subway fare from home to the train station
- The train fare to the meeting

- Taxi/bus/subway fare from the train station to the meeting location

As above in reverse for the return journey.

Notes:

- (a) First-class train travel shall not be reimbursed. However, the regular-class rate may be assessed.
- (b) Receipts for train fares shall be submitted with the travel form for reimbursement.
- (c) The maximum allowance for local taxi/bus/subway fares is 30,000 won for any single trip to and from a meeting covered by this policy. Receipts should be submitted if possible but are not a requirement for local bus and subway fares.

4. Travel by Private Automobile

The traveler may claim the following expenses:

- 350 won per km for the first 100 km of any given journey and 100 won per km thereafter. This is to cover the costs of petrol, parking, road tolls, and any other costs associated with private car use. A “journey” is defined as traveling to a meeting and returning. Please see scenarios 3 and 5 for example journeys.

5. Travel by Airplane

The traveler may claim the following expenses:

- Taxi/bus/subway from home to the airport
- The plane fare to the meeting
- Taxi/bus/subway fare from the airport to the meeting location

As above in reverse for the return journey.

Notes:

- (a) Air travel will be reimbursed if (1) it is the only means of transportation available (e.g., from Jeju to mainland) or (2) the air travel is as cheap as or cheaper than another approved method of travel. However, travel by air

may be reimbursed at the rate of an approved cheaper mode of transportation.

- (b) First-class plane travel shall not be reimbursed. However, the regular-class rate may be assessed.
- (c) Receipts for plane fares shall be submitted with the travel form for reimbursement.
- (d) The maximum allowance for local taxi/bus/subway fares is 30,000 won for any single trip to and from a meeting covered by this policy. Receipts should be submitted if possible but are not a requirement for local bus and subway fares.

6. Overnight Stays

The traveler may claim the following expenses:

- Up to 90,000 won for accommodation, dinner, and breakfast per night upon production of a valid receipt.

Overnight stays must be pre-authorized by the KOTESOL National President or the event organizer (if included in an event's budget) on the basis of necessity.

General Notes on the Policy

- (a) "Home" means the point of the journey's origin.
 - (b) Methods of travel may be combined (see scenarios below)
 - (c) All travelers should try to minimize travel costs where possible as KOTESOL is funded by its members.
 - (d) For travel to group meetings (e.g., Council meeting, committee meeting), a Travel Claim form shall be properly completed and submitted with receipts to the treasurer or designated financial affairs officer.
 - (e) For individual KOTESOL business travel, a RAD (request for authorization and disbursement) form shall be properly completed and submitted with receipts directly to the national treasurer.
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Example Travel Scenarios (1-5)

Travel Scenario 1

I live in Jeonju, and I have a meeting in Seoul.

- Taxi to bus terminal: 2,500 won
- Bus to Seoul: 9,500 won
- Subway to meeting venue: 1,000 won
- Subway to bus terminal: 1,000 won
- Bus to Jeonju: 9,500 won
- Taxi from bus terminal to home: 2,500 won.

Total Spent: 26,000 won (all of which can be claimed)

Travel Scenario 2

I live in Daejeon, and I have a meeting in Seoul.

- Taxi to bus terminal: 8,000 won
- Bus to Seoul: 12,700 won
- Taxi to meeting venue: 8,000 won
- Taxi to Seoul train station: 8,000 won
- Train to Daejeon: 21,400 won
- Taxi from train station to home: 9,000 won.

Total Spent: 67,100 won. Total I can claim: 64,100 won.

- Why? The maximum allowance for taxi/bus/subway fares is 30,000 won for any single trip to and from a meeting covered by this policy.

Travel Scenario 3:

I live in Daejeon, and I have a meeting in Seoul.

- I drive from Daejeon to Seoul

- I pay 30,000 won for petrol, 15,000 won for road tolls and 10,000 won for parking.
- I return from Seoul by car
- I pay 15,000 won in road tolls.

Total Spent: 70,000 won. Total I can claim: 55,800 won.

- Why? Daejeon to Seoul is 154 km, so a return journey is 308 km. When driving, the traveler can only claim based on the number of kilometers driven. So, for this journey, the first 100km = 35,000 won (100x350 won) and the remaining 208 km = 20,800won (208x100 won).

Travel Scenario 4:

I live in Busan, and I have a meeting in Seoul on Saturday and a meeting in Daejeon on Sunday.

Saturday	Sunday
I drive to the train station (3 km)	Breakfast: 10,000 won
I park in the station car park (2 days at 10,000 won per day)	Taxi to meeting: 7,000 won
Train to Seoul: 47,900 won	Taxi to the train station: 9,000 won
Subway to meeting: 1,000 won	Train to Busan: 26,700 won
Taxi to bus station: 6,000 won	I drive home (3 km)
Bus to Daejeon: 12,700 won	
Taxi to hotel: 5,000 won	
Pre-authorized hotel: 75,000 won	
Dinner: 30,000 won	

Total Spent: 255,300 won. Total I can claim: 212, 340.

- Why? By driving to the train station rather than taking a bus or a taxi, the traveler can only claim the 3km x 350 won x 2 journeys = 2,040 won (rather than the petrol plus 20,000 parking). For the pre-approved hotel the traveler can claim a maximum of 90,000 won, which includes breakfast and dinner. In the example, the traveler spent 115,000 won in total. Although the total taxi/bus/subway fares are over 30,000 won over the two days, the traveler does not exceed 30,000 won on any given day, so all taxi/bus/subway fares (33,000 won) are recoverable in this case.

Travel Scenario 5:

I live in Busan, and I have a meeting in Seoul on Saturday and a meeting in Daejeon on Sunday.

Saturday	Sunday
I drive to Seoul.	Breakfast: 10,000 won
I pay 60,000 won for petrol	I drive to the meeting
I pay 30,000 won in road tolls	I pay 5,000 won for parking
I pay 10,000 won for parking	I drive to Busan
I drive to Daejeon	I pay 30,000 in petrol
I pay 15,000 in road tolls	I pay 15,000 in road tolls
Pre-authorized hotel: 75,000 won	
Dinner: 30,000 won	

Total Spent: 280,000 won. Total I can claim: 226,900.

- Why? Here the traveler makes two distinct journeys – first from Busan to Seoul to Daejeon and second from Daejeon to Busan. So, in the first case the traveler drives a total of 586 km. For this journey the traveler can claim 83,600 won ((100x350 won = 35,000 won) + (486x100 won = 48,600 won) = 83,600 won). For the second journey, the traveler drives 283 km so can claim 53,300 won ((100x350 won = 35,000 won) + (183x100 won = 18,300) = 53,300 won). So the total claim for driving-related expenses is 136,900 won (48,600 won + 53,300 won = 136,900 won).

As in travel scenario 4, for the pre-approved hotel the traveler can claim a maximum of 90,000 won, which includes breakfast and dinner. In the example, the traveler spent 115,000 won in total.

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