

ARTICLE VI: TRAVEL AND REIMBURSEMENT

SECTION 6.1: GENERAL TRAVEL AND REIMBURSEMENT POLICY

PURPOSE

To provide uniform guidelines for reimbursement of expenses to eligible members of the Executive Board.

AUTHORITY

The authority for this policy is Article IV, Section 2.7 of the Chapter's Constitution.

POLICY

1. The Chapter President, the International Executive Council Representative, the Chapter Secretary and Chapter Treasurer are the only members of the Chapter for whom expenses will generally be reimbursed. Other Executive Board members, with expenses, will need to have their items approved by the Executive Board prior to the purchase/travel. Expenses will only be reimbursed as detailed in the following paragraphs.
2. Eligible members will be reimbursed for out of pocket expenses related to the operation of their office. These expenses are detailed in Paragraph 8. All such claims for reimbursement shall be made on the proper form accompanied by original receipts.
3. The President is approved for the following travel and associated expenses:
 - 3.1 The Chapter President is expected to attend the International Annual Conference, the North Central Regional Conference and the annual APCO/INENA/ICC Conference.
 - 3.1.1 The Chapter President shall be reimbursed for expenses relating to attending these conferences subject to the conditions set forth in Paragraph 8.
 - 3.2 Should the President not be able to attend any of the above conferences, the President shall appoint a proxy to attend the conference(s).
 - 3.2.1 The appointed proxy shall be reimbursed for expenses subject to the conditions set forth in Paragraph 8.
4. The International Executive Council Representative is approved for the following travel and associated expenses:

- 4.1 The International Executive Council Representative is expected to attend the International Annual Conference, the Mid-Year International Executive Council meeting and the North Central Regional Conference.
 - 4.1.1 The International Executive Council Representative shall be reimbursed for expenses relating to these conferences subject to the conditions set forth in Paragraph 8.
- 4.2 Should the International Executive Council Representative not be able to attend any of these conferences, the President shall appoint a proxy to attend the conference(s).
 - 4.2.1 The appointed proxy shall be reimbursed for expenses subject to the conditions set forth in Paragraph 8
5. The Chapter Secretary will generally be reimbursed only for expenses related to the operation of that office, or at the discretion of the Executive Board.
6. The Chapter Treasurer will generally be reimbursed only for expenses related to the operation of that office, or at the discretion of the Executive Board.
7. The Frequency Coordinators shall not be eligible for reimbursement by the Illinois Chapter for expenses related to coordination activities since APCO International is now receiving all revenue and paying all expenses relating to Frequency Coordination.
8. In addition to expenses related to the operation of their offices, the President and International Executive Council Representative may request reimbursement for the following expenses:
 - 8.1 Registration
 - 8.1.1 The Chapter will pay or reimburse any and all registration fees for the President or his proxy for the International Annual Conference, the North Central Regional Conference and the annual APCO/INENA/ICC Conference.
 - 8.1.2 The Chapter will pay or reimburse any and all registration fees for the International Executive Council Representative or his proxy for the International Annual Conference, the Mid-Year Executive Council meeting and the North Central Regional Conference.
 - 8.2 Lodging
 - 8.2.1 The Chapter will pay or reimburse lodging expenses, at the single conference rate or government rate, for the President and International Executive Council Representative or their proxies for an approved conference or meeting at the conference or meeting rate for the duration of the conference or meeting. Upgrades to larger rooms or for doubles if billed at a higher rate are at the member's expense.

8.3 Airfare

- 8.3.1 The Illinois Chapter will pay or reimburse airfare expenses up to the cost of a 14-day advance coach round trip airfare ticket. An upgrade to first class is at the member's expense. The member should submit the original receipt.
- 8.3.2 The Illinois Chapter will pay or reimburse the lesser between a 14-day advance coach airfare ticket airline and the current IRS mileage rate. If mileage rate is selected the expense will not exceed that of a 14 day advance coach airfare ticket. The member shall be responsible for determining the lowest 14-day advance coach airfare rate prior to requesting reimbursement. Mileage expenses will be reimbursed based on federal guidelines.

8.4 Parking

- 8.4.1 Parking expenses at the departure airport will be reimbursed at the rate of \$15 per day or the cost of a round-trip cab ride from the member's home or place of business to the departure airport, whichever is less. The member is expected to choose the least costly option.
- 8.4.2 Parking at the hotel will be reimbursed at the daily rate for self parking in the hotel's garage or lot or the closest parking facility.

8.5 Food and Beverage

- 8.5.1 The Illinois Chapter will pay or reimburse food & beverage expenses at a rate not to exceed established federal per-diem guidelines for the duration of the conference or meeting. Receipts are required for reimbursement.
- 8.5.2 Food & Beverage expenses that exceed established federal per-diem guidelines would not be reimbursed.
- 8.5.3 When using the federal per-diem guidelines the individual meals will not be broken down into a specific dollar amount.
- 8.5.4 Food & Beverage expenses cannot be averaged over the length of the event in order to comply with the established federal guideline per-day ceiling.

8.6 Miscellaneous Expenses

- 8.6.1 In general expenses for personal services are not reimbursable or covered. Examples of personal services would be in-room movies, room service and personal local telephone calls. All miscellaneous expenses must be accompanied by a receipt and a statement of explanation.
- 8.6.2 A single, long distance telephone call not to exceed \$10 per day will be allowed.
- 8.6.3 Reimbursement for other long distance telephone calls are not automatically reimbursable

8.6.4 All Miscellaneous Expenses are subject to Executive Board approval before reimbursement will be made

9. Documentation

9.1 A properly documented receipt should be obtained for each item of expense (except mileage) exceeding \$2.00.

9.1.1 A regular receipt from the service provider should be submitted whenever possible.

9.1.2 If no such receipt exists, a credit card receipt will suffice.

9.1.3 If receipts for meal expenses are not available (group meals and one check, etc.) then the member shall submit a statement detailing the cost of the meal and the reason why no receipt is being provided.

9.2 All requests for direct payment or reimbursement shall be made on the proper current Expense Reimbursement form.

9.2.1 In the case of direct payments a copy of the registration form or other proper documentation shall accompany the request.

9.2.2 In the case of reimbursements original receipts must accompany the request. Copies of receipts will not be accepted.

9.3 Payments for all covered expenses or reimbursements in paragraphs 8.1–8.5, will be processed upon receipt by the Treasurer.

9.4 Miscellaneous Expenses, Paragraph 8.6, will be processed after approval of the Executive Board.

10. The financial status of the Chapter shall be taken into consideration before any travel expenses are authorized or paid.