

**ILLINOIS CHAPTER OF APCO**  
**Chapter Reimbursement Policy**  
**Revised: March 27, 2002**

**I PURPOSE**

The purpose of this policy is to provide uniform guidelines for reimbursement of expenses to eligible members of the conference.

**II ELIGIBILITY**

- A) The Chapter President, the Representative to the International Executive Council, the Chapter Secretary and Chapter Treasurer are the only members of the chapter for whom expenses will generally be reimbursed. Expenses will only be reimbursed as detailed in sections II and III.
- B) Eligible members will be reimbursed for out of pocket expenses related to the operation of their office. These expenses are detailed in section III. All such claims for reimbursement shall be made on the proper form accompanied by original receipts.
- C) CHAPTER PRESIDENT
- 1) The Chapter President is expected to attend the annual International Conference, the annual North Central Regional Conference and the annual APCO/NENA/ICC conference. The Chapter President shall be reimbursed for expenses relating to attending these conferences subject to the conditions set forth in Section III.
  - 2) Should the Chapter President not be able to attend any of the above conferences, the Chapter President shall appoint a representative to attend the conference(s). The appointed representative shall be reimbursed for expenses subject to the conditions set forth in Section III.
- D) INTERNATIONAL EXECUTIVE COUNCIL REPRESENTATIVE
- 1) The Chapter Representative to the International Executive Council is expected to attend the annual International Conference, the annual Mid-Year International Executive Council meeting and the North Central Regional Conference. The Chapter Representative to the International

Executive Council shall be reimbursed for expenses relating to these conferences subject to the conditions set forth in Section III

- 2) Should the Chapter Representative to the International Executive Council not be able to attend any of these conferences, the Chapter President shall appoint a representative to attend the conference(s). The appointed representative shall be reimbursed for expenses subject to the conditions set forth in Section III.

E) CHAPTER SECRETARY

- 1) The Chapter Secretary will generally be reimbursed only for expenses related to the operation of that office.

F) CHAPTER TREASURER

- 1) The Chapter Treasurer will generally be reimbursed only for expenses related to the operation of that office.

G) FREQUENCY COORDINATOR

- 1) Since the International Headquarters is now receiving all revenue and paying all expenses relating to Frequency Coordination, the Chapter Frequency Coordinator shall submit all bills, invoices and requests for out of pocket expenses to International Headquarters. No expenses related to Frequency Coordination shall be paid **and are not** ~~be~~ eligible for reimbursement by the Illinois Chapter.

### III ELIGIBLE EXPENSES

In addition to expenses related to the operation of their offices, the Chapter President and International Executive Council Representative may request reimbursement for the following expenses:

A) *Registration Fees:*

**Chapter President:** The Illinois Chapter will pay or reimburse any and all registration fees for the annual International Conference, the annual North Central Regional Conference and the annual APCO/NENA/ICC conference.

**International Council Representative:** The Illinois Chapter will pay or reimburse any and all registration fees for the annual International Conference, the

annual mid-year Executive Council meeting and the North Central Regional Conference.

- B) *Lodging:* The Illinois Chapter will pay or reimburse lodging expenses, *at the single conference rate or government rate*, 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 are at the member's expense.
- C) *Travel To The Conference:*
- Airfare:* The Illinois Chapter will pay or reimburse airfare expenses up to the cost of a 14 day advance coach round trip airfare ticket. Upgrades to first class is at the member's expense. The member should submit the original receipt (*passenger's coupon*). (*See additional information in Section F*)
- Driving:* 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 the federal guideline in place at the time the expense was incurred.
- D) *Parking & Ground Transportation:* 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.
- E) *Food & Beverage:* The Illinois Chapter will pay or reimburse food & beverage expenses at a rate not to exceed established federal guidelines for the duration of the conference or meeting. Receipts are required for reimbursement. Food & Beverage expenses that exceed established federal guidelines will not be reimbursed. Food & Beverage expenses cannot be averaged over the length of the event in order to comply with the established federal guideline per-day ceiling.
- F) *Miscellaneous Expenses:* 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. A single, long distance telephone call not to exceed \$10 per day will be allowed. Reimbursement requests for other long distance telephone calls will be denied. All miscellaneous expenses

must be accompanied by a receipt and a statement of explanation and are subject to Executive Board approval before reimbursement will be made.

#### **IV DOCUMENTATION**

- A) A properly documented receipt should be obtained for each item of expense (except mileage) exceeding \$2.00. A regular receipt from the service provider should be submitted whenever possible. If no such receipt exists, a credit card receipt will suffice.
- B) All requests for direct payment or reimbursement shall be made on the proper form (copy attached). In the case of direct payments a copy of the registration form or other proper documentation shall accompany the request. In the case of reimbursements original receipts must accompany the request. Copies of receipts will not be accepted.
- C) Payments for all covered expenses or reimbursements in Section III, paragraphs A-F will be processed upon receipt by the Treasurer. Miscellaneous Expenses, Section III, paragraph G, will be processed after approval of the Executive Committee.