



# BOARD/GOVERNANCE POLICY

Title: <b>Delegate Reimbursement</b>	Number: (insert policy #-optional)
Cross Reference: (include other policies that may relate)	
Approved by: Illinois State Council Board of Directors	Origination Date: 1/1/2011
Revised by: Illinois State Council Board of Directors	Approval Date: 11/4/2017
	Revision Date: 11/4/2017

## **POLICY:**

- 1.1 Delegates receive reimbursement as determined by the Board of Directors upon submitting required documents to the Treasurer.

## **STANDARDS/CRITERIA:**

- 2.1 Each year, ENA holds a General Assembly meeting where delegates represent Illinois ENA in the business of the parent organization. In an effort to substantially support the expenses related to travel and delegate expenses, Illinois ENA will estimate the anticipated costs for travel, hotel accommodations, and Per diem involved during the preceding annual Budget Meeting in order to reimburse General Assembly delegates towards the following expenses:
  - 2.1.1 Per diem as described in the Per diem Reimbursement Policy
    - 2.1.1.1 Delegates are eligible for Per diem on the day of travel, day(s) of General Assembly, and return day of travel as determined by the board of directors on an annual basis.
    - 2.1.1.2 Hotel for the day of travel and days of General Assembly. If the last day of General Assembly ends after 12:00 PM local time, the delegate is eligible for reimbursement of hotel accommodations for that night, as determined by the board of directors on an annual basis.
  - 2.1.2 The lesser of airfare or mileage (per GSA rate) if the meeting is held within 500 miles of Chicago.
- 2.2 The Treasurer prepares an expense document for the delegates who are required to return original receipts within thirty days of the end of General Assembly. If a delegate is having airfare or hotel accommodations reimbursed by their employer or other non-personal source of funding, they will submit only those expenses for reimbursement obtained by an alternative funding source. If a delegate chooses to redeem accumulated personal airline or hotel miles, the equivalent value cannot be reimbursed. Delegate reimbursement does not support Scientific Assembly registration or pre-session costs.
- 2.3 A maximum amount for delegate reimbursement will be determined on a yearly basis by the Board of Directors.