



BOARD/GOVERNANCE POLICY

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| Title: State and Chapter Leaders Orientation Reimbursement | 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 Illinois State Council reimburses selected officers to attend the ENA State and Chapter Leaders Orientation (SCLO).

STANDARDS/CRITERIA:

- 2.1 The following officers are automatically eligible for reimbursement of expenses related to attendance at the ENA SCLO:
 - 2.1.1 President
 - 2.1.2 President-Elect
 - 2.1.3 Secretary
 - 2.1.4 Treasurer
 - 2.1.5 Treasurer-Elect
- 2.2 A majority of board of directors may approve other members to attend.
- 2.3 In an effort to substantially support the expenses related to travel and SCLO attendance expenses, the Board of Directors will estimate the anticipated costs for travel, hotel accommodations, and Per diem involved during the preceding annual Budget Meeting in order to reimburse SCLO attendees towards the following expenses:
 - 2.3.1 Per diem as described in the Per diem Reimbursement Policy
 - 2.3.1.1 Attendees are eligible for Per diem on the day of travel, day(s) of SCLO, and return day of travel.
 - 2.3.1.2 Hotel for the day of travel and days of SCLO. If the last day of SCLO ends after 12:00 PM local time, the attendee is eligible for reimbursement of hotel accommodations for that night, as determined by the board of directors on an annual basis.
 - 2.3.2 The lesser of airfare or mileage (per GSA rate) if the meeting is held within 500 miles of Chicago.
- 2.4 The Treasurer will prepare an expense document for the attendees who are required to return original receipts within thirty days of the end of SCLO. If an attendee 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 that are not obtained by an alternative funding source. If an attendee chooses to



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redeem accumulated personal airline or hotel miles, the equivalent value cannot be reimbursed. Attendee reimbursement is not able to support optional ENA Foundation fundraising activities.

- 2.5 A maximum amount for SCLO attendee reimbursement may be determined on a yearly basis by the Board of Directors.