



Construction Specifications Institute - North Central Region

Expense Reimbursement

Name Chapter/Office/Committee Incurring Expense

Address

City, State ZIP

Phone Event

Expense Description			Expense Date	Amount
Auto Mileage -	Miles:	Rate/mile		
			Amount Due:	<input type="text"/>

Forward with receipts and other applicable documentation to:

Elias Saltz, CSI, CCS, SCIP
326 Ronnie Drive
Buffalo Grove, IL 60089

Email: NCRtreasurerCSI@gmail.com

Phone: (847) 454-6251

For Internal Use

Date Paid Account Number(s) Check #

Updated 2/13/2019



NORTH CENTRAL REGION REIMBURSEMENT POLICY:

For routine reimbursements for attendance at a Region Conference, region-sponsored events, or for Regional District Coordinators in the fulfillment of their assigned duties:

Travel: Reimbursements will be for airline, bus, train, ride share, or other public conveyance at the standard coach fare. Upgrades to First Class or similar are not included.

If by personal automobile, reimbursement will be made at the rate allowed by the IRS, which is **\$0.58/mile for 2019**. This rate will be automatically updated to the current IRS rate each year.

If by rental automobile, reimbursement allowed for the rental cost of a standard-size car, including taxes, gas and tolls.

North Central Region Conference Registration: For the “early bird” rate. Reimbursements for non-educational tours, companions, etc. are not included.

Lodging: Reimbursement allowed for standard class room at the conference rate. Premiums for late registrations not included.

Other: Reimbursement for food, beverages, entertainment, sundry items are not included unless specifically authorized by the board.

For the expenditures per above and other expenses, per the budget, a Reimbursement Request form found on the NCR website shall be completed and forwarded to the NCR Treasurer along with supporting receipts. All reimbursement requests should be submitted as soon as possible after the expense is incurred. For a given fiscal year, all expenses must be submitted no later than June 23rd of the calendar year in which the fiscal year ends (i.e. seven calendar days before the end of the fiscal year), unless the expense is incurred after June 20th, in which case it will be submitted as soon as possible but in no case later than July 7th.

RDC Chapter Visits: An RDC submitting for reimbursement for travel, lodging, and/or attendance of a Chapter meeting in their District (other than their home chapter) must submit, along with their reimbursement request form, a written report of their visit with the Chapter in order to receive their reimbursement.

Reimbursement Rules for the North Central Region Conference:

- Notes:
1. Requirements listed below for each position must be met prior to any reimbursement.
 2. Only items listed above are subject to reimbursement, per those rules.
 3. Items are reimbursed only up to the maximum amounts listed in the approved Region budget, regardless of valid expenses incurred.

President's Elect Training – Reimbursement is for one participant per Chapter per year. Participant must attend all training sessions unless previous arrangements have been made. **Maximum of \$700 reimbursement per person/Chapter.**

Region Director or designated voting member – Reimbursement is for one participant per Chapter per year. Participant must attend the business meeting. **Maximum of \$400 reimbursement per person/Chapter.**

Institute Director – Participant must attend the business meeting. **Maximum of \$400 reimbursement per person.**

Region Officers – Participant must attend the business meeting. **Maximum of \$400 reimbursement per person.**

Regional District Coordinators: Participant must attend the business meeting. **Maximum of \$400 reimbursement per person.**

Committee Chairs - Participant must attend the business meeting. **Maximum of \$400 reimbursement per person.**

New Attendees Incentive Program: Each Chapter may draw up to a maximum of \$400 if that amount is matched by the Chapter. The total amount may be divided among one or more attendees. A “new attendee” is defined as someone who has not attended an NCRC within the previous two years (e.g. If a person attended the NCRC in 2015, they would not be eligible for this benefit until 2018). Example: Chapter “A” has one new attendee who incurs \$500 in reimbursable expenses. The NCR and Chapter “A” would each contribute \$250 to reimburse the attendee. This reimbursement request must be filed by the Chapter Treasurer, and reimbursement will be made to the Chapter. The Chapter will then reimburse the attendee.

General Policy: A member cannot be reimbursed for qualifying under multiple categories. In other words, no “double dipping”.