



North Central Region Reimbursement Policy

Revised 9/6/2023

Expense	Detail	Rate
Event Registration		Early Bird Rate only, No extra tours requiring additional costs.
Travel	Airline, bus, train, ride share, or other public conveyance	Standard coach fare, No upgrades.
Travel	Personal automobile	Current IRS rate each year, 2023: \$0.655/mile
Travel	Rental car	Standard sized car, Including taxes, gas, and tolls.
Lodging	Standard room	Conference rate, No late registration premiums or upgrades.
Meeting Room and AV, if needed	Minimum size with appropriate room layout to accommodate the event	Per venue agreement, With booked rooms and/or food order for rate reduction.
Other	Food, non-alcoholic beverages, entertainment, sundry items	Not allowed unless authorized by the Board prior to purchase.
Alcoholic beverages	Not reimbursable.	None.

1. Submit the completed reimbursement form to the North Central Region Treasurer, including supporting receipts matching or exceeding the total reimbursement requested.
2. Reimbursement will be up to the maximum amount listed in the approved North Central Region fiscal budget, regardless of valid expenses incurred.
3. Expenses must be submitted within the fiscal year by June 23rd; unless the expense is incurred after June 20th, then as soon as possible but not later than July 7th.
4. A member cannot be reimbursed for qualifying under multiple categories within a single event, no “double dipping”.

Event	Submitted by	Requirements	Maximum
NCR Conference – Officer Attendance	Region Executive Officers, Chapter Region Directors, Region Committee Chairs, Region Institute Director, Region Conference Support Chair	Must attend the business meeting.	\$750/person



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NCR Conference – President-Elect Training	Attendee	Must attend all training sessions.	\$750/person/chapter/year
	Trainers	Up to two trainers.	\$750/person
NCR Conference – New Attendee Incentive	Chapter Treasurer	<ol style="list-style-type: none"> 1. Attendee has not attended the previous two years. 2. Chapter must match incentive amount from NCR. 3. Chapter can divide between two or more attendees. 4. Chapter to reimburse attendee(s). 	\$500/chapter/year
Other Region- Sponsored Events	Region Executive Officers, Chapter Region Directors, Region Committee Chairs, Region Institute Director	Must attend all sessions.	\$750/person or as approved by the Board
Other Region Conferences	Designated Region Representative	<ol style="list-style-type: none"> 1. Assist in planning future multiple region conference. 2. Must submit a written report with reimbursement request 	\$1,000/conference
Membership Relief Program	Region member	<ol style="list-style-type: none"> 1. Assist with membership dues during hardship. 2. Submit up to 2 times. 3. Submit membership renewal receipt with reimbursement request. 	\$300/member/year
All-Spark Program	Chapter Treasurer	<ol style="list-style-type: none"> 1. Assist with costs associated with a membership drive event for the venue, food, non-alcoholic beverages, and related materials. 2. Submit proposal with anticipated costs for NCR Executive Board approval prior to the event. 3. Submit post event report with reimbursement request. 	\$1,500/one event/chapter/year



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NCR Conference – Annual and Board Meetings	Host Chapter	<ol style="list-style-type: none"> 1. Both meetings held consecutively in the morning in one room, with a break in between. 2. Cover costs of the meeting room, audio-visual, beverage service, and breakfast. 3. Standard hotel rates and services. 4. Refer to the annual budget. 	
NCR Conference – President-Elect Training	Host Chapter	<ol style="list-style-type: none"> 1. Day long meeting held in one room. 2. Cover costs of the meeting room, audio-visual, beverage service, two (2) snacks, and lunch. 3. Standard hotel rates and services. 4. Refer to the annual budget. 	