

Instructions for Chapter Reimbursement

October 24, 2018

**National Convention**:

Reimbursement is currently 100% of certain costs for President, immediate Past President and VP of Chapter, with 25% allowed for Treasurer, Membership and Secretary ( Board Positions)

Reimbursement also to Membership who attends, cost of registration for the convention, Early Bird Rate.

**Leadership Training**

Reimbursement to training attendees, for travel and expenses associated with the training.

**Designations**

Currently, classes taken by Designees are reimbursed at 100% cost of the class.

Process to recoup expenditures:

Obtain Reimbursement form ( XLS) under website, Resources tab

Obtain copy of cover sheet request for reimbursement, website, Resources tab

Retain all recpts from payments made for approved expenses. If class, payment recpt from National, as well as copy of completion certificate.

Fill out cover sheet, attach copies of all applicable receipts, or certificates. Fill out Excel Sheet as required for travel, hotel, registration reimbursements for National or Leadership.

Turn completed paperwork into Treasurer for reimbursement.

Incomplete paperwork will not be processed. It is not the job of the Treasurer to track down information. Paperwork should be turned in within 30 days after the completion of the event/class/receipt of certificates for reimbursement. Beyond 30 days will not be accepted unless there are extenuating circumstances. (Death in family, delay in paperwork from National)

**Chapter Board members and Committee members**

Board members and Committee members {Chair and Co-Chair) shall have dues reimbursed in December of the year in which they served for the Chapter. Board members shall have their National and local dues reimbursed. Committee members shall have their local dues reimbursed. Requirement is attendance at 10 of 12 possible meetings . ( Nine are Board, 1 social, 1 symposium, 1 xmas).