

## Appendix B: Reimbursement Table

Assignment	ExCom Member, plus invited cmt. chairs/members, Finance Cmt	Treasurer, Chair Succession	Secretary, Councilors, Chair attending Spring Awards	High School Chair	Program Committee Chair	Chairs w/permission of Division Chair (but not ExCom	National Meeting CoChairs	Regional Meeting Rep.
LODGING	2 nights	3 nights	5 nights	2 days; \$200 each	1-6 days; \$200/day	2 days; \$200 each	1-6 days; \$200/day	2 nights
MEALS	2 days Fed per diem	3 days Fed per diem	5 days Fed per diem	none	none	none	up to \$50, included in 2 nights	
AIR / TRAIN/ VEHICLE	coach	coach	coach	coach	1/2 coach	1/2 coach	1/2 coach	coach
BAGS	1 each way	1 each way	1 each way	1 each way	1/2 each way	1/2 each way	1/2 each way	1 each way
GROUND TO PORTS	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	1/2 taxi/shuttle/milg.	1/2 taxi/shuttle/milg.	1/2 taxi/shuttle/milg.	1/2 taxi/shuttle/milg.
INCIDENTALS	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate	Fed Rate
OTHER							Registration	Registration
NOTE:	Finance Committee gets Friday, Saturday Chairs and Treasurer get Fri, Sat, Sun ExCom includes Alternate Councilors Alternate Councilors may get Councilor reimbursement if they attend Council meeting in place of Secretary or other Councilor Anyone requesting Councilor reimbursement must use Councilor Form, (Turbo send to Treasurer for signature) and must have confirmation of Council attendance. Must forward signed form to ACS with request for reimbursement.						If meeting co-chair gets reimbursement by another ACS entity (Board of Pub or Trustees, Council, SOCED, etc) Division will pay the difference between expenses covered by the other entity and actual	
	Appointed members of Board of Publication and Board of Trustees are reimbursed by their own entity. Ex officio members are reimbursed according to their office. Rules for reimbursement are the same as column B, except the BoP chair or designee who gets column D when attending the Spring Awards Dinner							