

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 | | | | | | | |