

Appendix B: Reimbursement Table

A	B	C	D	E	F	G	H	I
Assignment	ExCom Member, invited cmt. chairs/members, Finance Cmt.	Treasurer, Chair Succession	Secretary, Councilor, Chair attending Spring Awards	High School Day Chair	Program Committee Chair	Chairs w/permission of Division Char (but not ExCom participants)	National Meeting Co-chairs	Regional Meeting Representative
LODGING	2 nights	3 nights	5 nights	3 nights	1-6 nights; \$200/day	2 nights; \$200/day	1-6 nights; \$200/day	2 nights
MEALS	2 days Federal per diem rate (FPD)	3 days FPD	5 days FPD	3 days FPD	none	none	Up to \$50 included in lodging	2 days FPD
AIR/TRAIN TRAVEL	coach/economy	coach/economy	coach/economy	coach/economy	1/2 coach/econ.	1/2 coach/econ.	1/2 coach/econ.	coach/economy
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/mileage	1 /2 taxi/shuttle/mileage	1 /2 taxi/shuttle/mileage	taxi/shuttle/mileage
INCIDENTALS	Fed rate	Fed rate	Fed rate	Fed rate	Fed rate	Fed rate	Fed rate	Fed rate
OTHER				HS Registration			Registration	Registration

Any person who receives reimbursement from another ACS entity (for example a Board or Council Committee) will receive from the Division the difference between the ACS reimbursement and actual expenses allowed by the CHED policy.

NOTES – Finance Committee gets Friday, Saturday
 Chairs and Treasurer get Friday, Saturday, Sunday
 ExCom includes Alternate Councilors

Alternate Councilors may get the Councilor reimbursement if they attend the Council meeting in place of another Councilor.

ANY PERSON requesting Councilor reimbursement must submit BOTH the ACS Councilor Form, AND the Division Travel Reimbursement Form, AND must also provide confirmation of Council attendance (copy of voting card).

Appointed members of the Board of Publication and Board of Trustees are reimbursed by their own committee. 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.