

ILMSA Convention and other Meeting Travel Expense Policy Guidelines

Airfare - Airfare should be booked as far in advance in possible in order to get the lowest fare. ILMSA will reimburse each participant for economy/coach class only.

- If you make any changes to your flight after it is confirmed and receive additional charges assessed by the airline, ILMSA will not reimburse you for these charges unless approved prior to any changes by the ILMSA President & Treasurer.

Hotel/lodging - Participants should stay at the assigned hotel where the USMS meeting will take place.

- ILMSA will reimburse the delegate for the total room charge (movies, room service, etc. will not be reimbursed) & taxes only if:
 - 1) USMS does not cover the hotel charge
 - 2) If there are two (2) beds in the hotel room, participants of the same gender are expected to share a room. If a participant wishes to have their own room, then ILMSA will only pay for ½ of the total room charge & taxes.
 - 3) If there is odd number or only one participant of a gender, then the participant is to contact USMS Member Services (currently ? -Allison Abad or Jessica Reilly) to be matched up with another participant of the same gender. LMSA will reimburse that participant for the total room charge & taxes, only if USMS is unable to make a roommate match.
 - 4) Internet connection charges will not be reimbursed unless approved in advance by the ILMSA President & Treasurer. Note: recent meetings USMS has arranged for free internet in all delegates' rooms.

Transportation -

- If the meeting provides a reduced fare shuttle from the airport to the host hotel, this shuttle should be used and the cost will be reimbursed in full. Delegates who ride together in a taxi will be reimbursed up to the equivalent combined cost as if these participants took the shuttle.
- If the Meeting does not provide shuttle service, public transportation should be used if available, and the cost will be reimbursed in full. If no shuttle or public transportation is available, reasonable transportation shall be utilized, and will be reimbursed in full.
- ILMSA will not reimburse for the use of a rental car in excess of the round trip convention shuttle rate unless approved in advance by the ILMSA President & Treasurer.
- To the extent rental car is used to transport other ILMSA delegates to/from airport, cost of shuttle not incurred by delegates may be credited to rental car reimbursement.
- Personal mileage to and from home airport shall be reimbursed at the current IRS standard mileage rate for business purposes.
- No motor vehicle rental or other personal vehicle expenses will be reimbursed, unless a participant chooses to drive to the host site because of the distance from the home of the delegate. Mileage will be reimbursed at the current IRS standard mileage rate for business purposes.

Meals – Meals shall be reimbursed for actual costs subject to maximums: breakfast - \$15, lunch - \$20 and dinner - \$30.

Meeting Registration fees - Current procedure is for ILMSA to submit its convention list of delegates and related fees to USMS. If circumstances occur that delegate pays their own convention fee, ILMSA shall reimburse in full. Other meeting registration costs shall be reimbursed by ILMSA provided participant's attendance was pre-approved by Board.

Reimbursement - No Convention or meeting expenses shall be reimbursed by the Treasurer without the presentation of an expense reimbursement request, together with the originals (or copies) of all receipts on a form furnished by the Treasurer, except no receipts are required for meals reimbursement.

Please keep in mind that money spent is generated from all ILMSA members. The less you spend, the more money ILMSA saves for future events, etc. You must submit an expense report to the ILMSA Treasurer upon your return from the meeting before you are reimbursed for any expenses.