



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Northeastern Illinois Chapter

NEIL Delegate PDC Travel & Reimbursement Guidelines

Exceptions to any of the below guidelines **MUST** be submitted to and voted upon by the Executive Committee* and approved by a majority. Any Exception must also be submitted **PRIOR** to the expense.

All costs are on a reimbursement basis, there will not be any advanced money.

Itemized receipts MUST be provided for ALL reimbursement and submitted within 30 days of the end of the PDC.

House of Delegates (HOD)

The NEIL Chapter is allowed 2 Delegates at the House of Delegates (HOD) meeting at noon the Sunday prior to the PDC. These 2 Delegates are the current President and the Past President. IF the current President and/or the Past President are not able to attend the Sunday HOD meeting then the role of Delegate shall be either waived (only 1 Delegate sent to the PDC) or given to another Executive Committee member per approval by the Executive Committee. Any NEIL member may be approved by the Executive Committee to be a substitute Delegate; however, they would **NOT** be eligible for ANY PDC reimbursement. Note: Per the Chapter Bylaws, a Delegate must be a Professional Member or Member of the Chapter. A decision on who will represent NEIL at the HOD should be made no later than the January NEIL Chapter Board Meeting.

Registration

The NEIL Delegates shall register for the PDC at the early registration rate (this rate normally expires on March 1st). If the Delegate misses this early registration deadline they are responsible for any extra costs. The PDC general registration covers three days Monday to Wednesday.

Airfare

Airfare should be purchased for the lowest possible nonstop coach class airfare from either O'Hare or Midway. If the Delegate purchases a Business or First Class ticket, the delegate will pay the difference between the purchased fare and the approved fare. Delegates will not be reimbursed for tickets purchased with frequent flier miles or any other awards program. Travel insurance and any upgrades are non-reimbursable. Baggage fees are limited to one for reimbursement.

Delegates shall arrive in time for the HOD meeting at noon on Sunday. IF there are **NO** flights on Sunday that will allow them to get to the HOD meeting on time, they are allowed to come on Saturday.

Likewise, the PDC ends on Wednesday at 4pm, if there are **NO** flights in which the Delegate can catch to arrive home on that day, they are allowed to stay an extra night (to Thursday).

IF the Delegate chooses to extend their stay at the PDC and they can show there is a cost savings with a mid-week flight (example: fly out on the Wed. prior to the PDC instead of a Saturday or Sunday) this is approved, however, all hotel costs for the extended stay are the responsibility of the Delegate.

Travel to and from the airport (O'Hare or Midway) should be at the lowest reasonable cost. If driving and parking at the airport, reimbursement will be per mileage and cheapest long-term parking lot.

Travel to/from the airport at the destination should be by taxi/ride share (Uber), shuttle, or train. Car rental is not reimbursable.

Hotel

Delegates should stay at hotels associated with the conference and get the conference room rate. To ensure the conference room rate, reservations should be made at the time of PDC registration. Taxes on the room rate are reimbursable. Hotel parking is reimbursable IF the Delegate drove to the PDC. Hotel stays should be Sunday to Wednesday, with the exception if the Delegate came in on Saturday due to available flights or stays to Thursday due to flights. Maximum hotel stay shall be Saturday to Thursday.

Delegates will not be reimbursed for the value of free accommodations obtained with frequent guest hotel programs. Miscellaneous personal expenses such as laundry, dry cleaning, in-room movies and internet connections are not reimbursable costs.

Meals and Incidental Expenses (M&IE)

M&IE shall be in accordance with the [GSA rates](#) for the location of the conference. Per GSA guidelines, meals that are provided at the conference must be subtracted from the total amount and first and last day of travel are at 75% of total M&IE. Delegates are expected to attend the Chapter Awards luncheon and any complimentary conference lunches.

Mileage

Mileage is reimbursable per [IRS rate](#). Tolls are reimbursed at the rate they were incurred.

The following are NOT reimbursable:

- Car Rental
- Entertainment
- Additional training sessions at the Post Conference including hotel or airfare associate with an extended stay.

***Executive Committee (per Chapter Bylaws)**

- Past President
- President
- President Elect
- Secretary
- Treasurer

These PDC travel Guidelines also apply to approved NIU Student members. The NIU Student member would not attend the HOD, but all other Guidelines apply. The NIU Student member must be presenting at the conference and should be approved at the March NEIL Chapter Meeting.

Approved: December 18, 2018