

Region 24

Expenditure/Reimbursement Guidelines



The following must be adhered to for reimbursement of approved funds through IEA Region 24.

- Receipts and Signed Voucher must be returned to the Elgin IEA office within 60 days of the conclusion of the event.
 - Hand deliver or mail to:
 - IEA Region 24 - 2250 POINT BOULEVARD, SUITE 400 - ELGIN, IL 60123
- Original Receipts with an itemized list of purchases are required (itineraries and credit card slips with only the total amount are not accepted)
- You must sign the back of each receipt. If you are paying for more than one member on the same bill, each member must sign the back of the receipt.

Registration/Fees:

- Registration costs/fees previously approved will be reimbursed by Region 24.
- If additional registration costs/fees arise after pre-approval, a written request for additional funding will need to be submitted to the Region Council or designated sub-committee with rationale for the additional funding. The Council/sub-committee has sole discretion to approve additional funds.

Lodging:

- Hotel expenses previously approved will be reimbursed by Region 24.
- This includes the cost of the room. This will not cover snacks purchased in the room, entertainment charged to the room, costs of additional guests, etc.
- Cash Tips for housekeeping can be left and expensed without a receipt, \$2-3/day (note in the misc section of Expense Report).

Travel:

- Travel expenses previously approved will be reimbursed by Region 24.
- This may include mileage, (use the current IRS rate); airfare, baggage fees, travel to and from airport to hotel; car rental; travel from hotel to conference venue; train ticket, etc.
- If listing mileage a starting point and ending point must be listed with total miles traveled.
- Confirmation emails/listings are not receipts. Receipt of payment must be provided.

If additional travel costs arise after pre-approval, a written request for additional funding will need to be submitted to the Region Council or designated sub-committee with rationale for the additional funding. The Council/sub-committee has sole discretion to approve additional funds.

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Meals:

- Meals costs previously approved will be reimbursed by Region 24.
- A recommended guide is \$10-breakfast, \$15-lunch, \$20-dinner. Gratuity not to exceed 20%.
- Snacks/refreshments and alcohol will not be reimbursed.
- Family members and guests meals will not be reimbursed.
- Meals included in conference fees should not be calculated separately.

Other/Misc:

- Other expenses previously approved will be reimbursed by Region 24.
 - This may include housekeeping tips (\$2-3/day), parking fees, and expenses rationale was provided for.
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- Sightseeing, entertainment, additional travel dates, leisure activities, items not related directly to the event will not be reimbursed.
 - You will receive an Expense Report Voucher to record your expenses on
 - List expenses in detail on this document
 - Sign this document
 - Return this document
 - You will receive an envelope to place your Expense Report Voucher and receipts in
 - List expenses on the outside of the envelope
 - Print your name and address on the envelope
 - Return the envelope
 - Return all requested items within 60 days of the conclusion of the event you attended for reimbursement.