



Midwestern Chapter International Society of Arboriculture



Chapter Governance **Travel Reimbursement Policy – Officers**

It shall be the policy of the Board of Directors of the Midwestern Chapter – International Society of Arboriculture to reimburse the travel expenses of the Chapter Officers for all Board of Directors meetings. Unless otherwise noted and approved, such travel expenses shall be restricted to Annual Conference and Trade Show registration, the least expensive transportation alternative (mileage or air fare), lodging and meals subject to the following limitations:

1. Mileage shall be reimbursed at the IRS accepted rate per mile.
2. Meals allowance not to exceed \$40.00 per day.
3. The “Request for Reimbursement” form shall be submitted within 14 days of return.
4. Receipts are required for lodging, public transportation, parking and air fare.
5. Miscellaneous expenses must be approved by the President.

Travel Reimbursement Procedure – Officers

1. Keep required receipts during travel.
2. Submit “Request for Reimbursement” form within 14 days of return.

Submit forms and receipts to: Megan Poe
Executive Director
Midwestern Chapter – International Society of
Arboriculture
521 First Street
Milford, Ne 68405
megan@youraam.com

Member States

IOWA KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA