



Midwestern Chapter International Society of Arboriculture



Chapter Governance Travel Reimbursement Policy – General

It shall be the policy of the Board of Directors of the Midwestern Chapter – International Society of Arboriculture to reimburse the travel expenses of members doing authorized business on behalf of the Chapter. Unless otherwise noted and approved, such travel expenses shall be restricted to 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. Lodging must be approved by the Executive Director or President.
3. Meals allowance not to exceed \$40.00 per day.
4. Total reimbursement may be limited by Board action.
5. The "Request for Authorization" form shall be submitted 14 days prior to travel.
6. The "Request for Reimbursement" form shall be submitted within 14 days of return.
7. Receipts are required for lodging, public transportation, parking and air fare.
8. Miscellaneous expenses must be approved by the President.

Travel Reimbursement Procedure

1. Submit "Request for Authorization" form at least 14 days prior to travel.
2. Keep required receipts during travel.
3. Submit "Request for Reimbursement" form within 14 days of return.
4. The Executive Director or President may waive Procedure Item 1, above.

Submit forms and receipts to: Kim Pair
Executive Director
Midwestern Chapter – International Society of
Arboriculture
521 First Street
Milford, NE 68405
staff@mwisa.org

Member States

KANSAS MISSOURI NEBRASKA OKLAHOMA



Midwestern Chapter International Society of Arboriculture



Chapter Governance Travel Reimbursement Policy – Board of Directors

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 Board of Directors (excluding Chapter Officers) for all Board of Directors meetings. Unless otherwise noted and approved, such travel expenses shall be restricted to the least expensive transportation alternative (mileage or air fare), one night's lodging and meals subject to the following limitations:

1. Mileage shall be reimbursed at the IRS accepted rate per mile.
2. Lodging for more than 1 night must be approved by the Executive Director or President.
3. Meals allowance not to exceed \$40.00 per day (actual expenses, not a per diem).
4. The "Request for Reimbursement" form shall be submitted within 14 days of return.
5. Receipts are required for lodging, public transportation, parking and air fare.
6. Miscellaneous expenses must be approved by the President.

Travel Reimbursement Procedure – Board of Directors

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

Submit forms and receipts to: Kim Pair
Executive Director
Midwestern Chapter – International Society of
Arboriculture
521 First Street
Milford, NE 68405
staff@mwise.org

Member States

KANSAS MISSOURI NEBRASKA OKLAHOMA



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.

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