

### Financial Guidelines Summary

<b>Type of Expense</b>	<b>Applicable to</b>	<b>Eligible Expense</b>	<b>Documentation Required</b>	<b>Approval Required</b>
SHRM National Leadership Conference	Attendees to be selected based upon agenda and past attendance.	Travel, hotel room & tax, meals up to \$75/day	Expense reimbursement voucher with original receipts; complete all pages	Treasurer
Regional Council Meetings	State council director	Hotel room & tax, meals up to \$75/day, travel	Expense reimbursement voucher with original receipts; complete all pages	Treasurer
SHRM Dues if not paid by employer	State Council Director		Expense reimbursement voucher page 1	Treasurer
SHRM National Legislative Affairs Conference	Legislative Affairs Director	Registration, travel, hotel room & tax, meals up to \$75/day up to budget limitations	Expense reimbursement voucher; complete all pages	Treasurer
SHRM National Conference	State Council Director and additional attendees as needed.	Registration, travel, hotel room & tax, meals up to \$75/day up to budget limitations	Expense reimbursement voucher with original receipts; complete all pages	Treasurer
SHRM National Diversity Conference	Diversity Director	Registration, travel, hotel room & tax, meals up to \$75/day up to budget limitations	Expense reimbursement voucher with original receipts; complete all pages	Treasurer
HRCI certification exam fees	Elected officers	Reimburse on "pay if you pass"	Expense reimbursement voucher; complete all pages; provide written proof of passing and prior payment	Treasurer
HRCI recertification fees	Elected officers	Recertification fees	Expense reimbursement voucher with original receipts; complete all pages; provide proof of recertification and prior payment	Treasurer
Travel to conferences included in state council budget if choose to drive instead of fly (excluding state leadership conference)	Elected officers	Mileage at ISC rate not to exceed cost of reasonable airfare	Proof of cost of reasonable airfare (internet documented pricing dated prior to date of travel) submitted with Expense reimbursement voucher; complete all pages	Treasurer
Travel to conferences if flying	Elected officers	Reasonable airfare and luggage fees and tips; taxis while at conference related to conference business; cost to park at airport; excludes mileage, shuttle, taxi expense to/from airport and home	Expense reimbursement voucher with original receipts; complete all pages; internet airfare ticket/itinerary; not acceptable: copy of your charge card statement	Treasurer
Meals at conferences (not ISC state conference, not state leadership)	Elected officers	Up to \$75/day	Receipts; Expense reimbursement voucher; complete all pages	Treasurer
Mileage for chapter visits other than home chapter if not paid by chapter	State Director, Secy/Treasurer, , CLAs, At Large Director(s)	Mileage reimbursement in effect that year	Expense reimbursement voucher; complete all pages	Treasurer

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Food, space, conference materials, giveaways	State Leadership Conference planners	up to budgeted amount	Purchase order for items/services not in approved state council budget, regardless the amount; Expense reimbursement voucher for all other expenses regardless the amount	Purchase order = Treasurer and State Council Director;  Expense reimbursement = Treasurer
HR Games	College Relations Director	Subsidy, up to 2 hotel rooms per team, trophies, direct expenses that are specific to HR Games	Purchase order for items/services not in approved state council budget, regardless the amount; Expense reimbursement voucher for all other expenses regardless the amount	Purchase order = Treasurer and State Council Director;  Expense reimbursement = Treasurer
Personal expenses at state conference hotel or other conference accommodations (internet, movie rental, meals not provided by conference, tips, etc.)	State conference committee;	Not eligible		
Any other budgeted line item in approved State Council budget regardless of cost	State council member; state conference committee member		Expense reimbursement voucher	Treasurer
Any other non-budgeted item in approved State Council budget regardless of cost	State council member; state conference committee member		Purchase order before commitment is made to purchase	Treasurer and State Council Director before commitment is made to purchase
Parking at ISC state conference	Conference committee who park at but do not stay at conference hotel		Expense reimbursement voucher; complete all pages; receipt	Treasurer
Travel stipend to state council meetings	Council members in Zones 2 and 3	Stipend	Expense reimbursement voucher page 1	Treasurer
Travel stipend to Indiana state leadership conference	State Leadership Conference Planners who reside in Zones 2 and 3	Hotel, meals, as described above plus travel stipend	Expense reimbursement voucher; complete all pages; original receipts	Treasurer
Speaker Fees, travel expenses	State conference; state leadership conference		Purchase order for items/services not in approved state council budget, regardless the amount; Expense reimbursement voucher for all other expenses regardless the amount	Purchase order = Treasurer and State Council Director;  Expense reimbursement = Treasurer
Anything else not mentioned above	Council members, state conference committee			Bring first to Treasurer; subject to discretion of State Director

Council member = chapter presidents, elected officers

Stipend Rates as of January 1, 2010

Zone 1 Stipend = 0 Locations are Indianapolis based and are not eligible for reimbursement.

Zone 2 Stipend = \$25/meeting Locations are within about 1 ½ hours travel.

Zone 3 Stipend = \$70/meeting Locations are furthest from Indianapolis.