

## **Kansas SHRM Expense Reimbursement Guidelines**

(Last updated December 2019)

The Kansas State Council of SHRM (KS SHRM) will on occasion send members of the Council to certain events to provide benefits to volunteers as well as the Council. These guidelines provide parameters for expense reimbursement. All expenses are subject to the approved budget and final approval by the Executive Council. Volunteers are responsible for ensuring funds are approved prior to incurring expenses. Unless otherwise stated, treasury vouchers and receipts must be submitted to the KS SHRM Treasurer within 30 days of the expense being incurred or reimbursement may be forfeited.

### General Guidelines:

#### 1. KS SHRM Council Meetings

- Costs associated with organizing/hosting a KS SHRM Council meeting including meeting space, food, and/or any other direct costs of hosting the meeting are reimbursable.

#### 2. Chapter Meetings

- District Directors are eligible for reimbursement of registration fees if attending a district Chapter meeting other than their primary Chapter.
- Other KS SHRM Council members who attend Chapter meetings on behalf of the Council are also eligible for reimbursement of registration fees.

#### 3. Mileage

- Mileage to attend Council meetings is *not* reimbursable.
- District Directors are eligible for mileage when visiting district Chapters other than their primary Chapter.
- Volunteers representing KS SHRM on other Boards or Committees are eligible for mileage reimbursement (i.e. Work Comp & Employment Security Board Nominating Committee).
- Mileage for volunteers will be reimbursed at the current IRS rate for charitable purposes.

### Kansas SHRM Conferences:

#### 1. Annual Conference

- Registration will be waived for the Executive Council and the Conference Chair.
- A discounted registration rate will be provided for all other Council and Conference Committee members.
- Each Chapter will receive one complimentary registration to distribute as it chooses. The registration should be used to market and promote the Annual Conference. In return, KS SHRM requests the conference be posted on the Chapter's website.
- Lodging for three nights will be reimbursable for the KS SHRM Director and the Conference Chair.

#### 2. Employment Law and Employee Benefits Conference

- Registration will be waived for the Executive Council and the Conference Chair (typically the KS SHRM Legislative Director).
- Each Chapter will receive one complimentary registration. It is recommended to give this to the Chapter's Legislative Director. In return, KS SHRM requests the conference be posted on the Chapter's website.
- Lodging for two nights will be reimbursable for the KS SHRM Director and the Conference Chair.

### 3. Leadership Conference

- Registration is free for all SHRM volunteer leaders in the state.
- Travel expenses are not reimbursable.
- Lodging for two nights will be reimbursable for the KS SHRM Director.

### National SHRM Conferences and Meetings

1. SHRM Annual Conference – Total expenses will not exceed \$3,000 per person unless otherwise approved by the Executive Council.

KS SHRM will reimburse the following expenses for the KS SHRM Director and Director-Elect:

- Registration at the Volunteer Leader registration rate
- Airfare and Baggage Fees
- Transportation (parking, taxi, shuttle, mileage, etc.)
- Lodging for four nights
- Meals (excluding those provided by SHRM National as part of the Conference)

2. SHRM Regional Council Meeting – Total expenses will not exceed \$1,500 per person unless otherwise approved by the Executive Council.

SHRM National covers registration for the following positions:

- KS SHRM Director
- KS SHRM Director-Elect
- Other by invitation

KS SHRM will provide reimbursement to the individuals above to assist with the following travel expenses:

- Airfare and Baggage Fees
- Transportation (parking, taxi, shuttle, mileage, etc.)
- Lodging for two nights
- Meals (excluding those provided by SHRM National through meeting attendance)

### 3. SHRM Volunteer Leader Business Meeting

SHRM National covers registration and lodging for THREE nights for the following positions:

- KS SHRM Director
- KS SHRM Director-Elect
- Chapter President OR President-Elect for 100% Chapters

SHRM National covers registration and lodging for TWO nights for the following positions:

- KS SHRM Membership Director
- KS SHRM Certification Director
- KS SHRM District Director
- Chapter President OR President-Elect for non-100% Chapters
- Chapter Management Professionals

KS SHRM will provide up to \$750 in reimbursement assistance for additional travel expenses for the following positions:

- KS SHRM Director
- KS SHRM Director-Elect
- KS SHRM Membership Director
- KS SHRM Certification Director
- Two KS SHRM District Directors (direction of President)

KS SHRM will provide up to \$500 per Chapter to assist with additional travel expenses for the Chapter.

Reimbursable travel expenses include:

- Airfare and Baggage Fees
- Transportation (parking, taxi, shuttle, mileage, etc.)
- Additional lodging for ONE night, if not covered by National SHRM
- Meals (excluding those provided by SHRM National as part of the Conference)

All KS SHRM volunteers are welcome to attend but the Chapter or the individual is responsible for all associated costs.

Treasury vouchers must be submitted to the KS SHRM Treasurer no later than ***December 31<sup>st</sup> of the year traveled***, or reimbursement may be forfeited.

4. Other National Conferences sponsored by SHRM – Total expenses will not exceed the budgeted amount unless otherwise approved by the Executive Council.

If KS SHRM decides to send volunteers to other conferences sponsored by SHRM, such as the Legislative Conference or the Diversity Conference, the following expenses will be reimbursable, if not covered by National SHRM:

- Airfare and Baggage Fees
- Lodging for the number of nights appropriate to the duration and location of the conference
- Transportation (parking, taxi, shuttle, mileage, etc.)
- Meals (excluding those provided by SHRM National as part of the Conference)