

Kansas SHRM Expense Reimbursement Guidelines

(Last updated December 2022)

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 (EC). 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) unless otherwise reimbursed from that board position.
- Mileage for volunteers will be reimbursed at the current IRS rate for charitable purposes.

4. Meals

- Reimbursement for all meals will be handled by way of per diem as outlined below.

**Treasury vouchers must be submitted to the KS SHRM Treasurer no later than
December 31st of the year traveled, or reimbursement shall be forfeited unless
otherwise approved by the EC.**

Kansas SHRM Conferences:

1. Annual Conference

- Registration will be waived for the EC and the Conference Chair(s).
- A discounted registration rate up to 50% of the annual early bird rate shall be provided to the following:
 - Annual Conference Sponsorship Chair
 - Annual Conference Speaker Chair
 - Annual Conference Social Chair
 - Annual Conference Volunteer Chair

Discount rate subject to EC approval.

- 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 and promoted in Chapter communications and at events.
- Lodging for up to three nights will be reimbursable for the KS SHRM Director and the Conference Chair(s).

2. Employment Law and Employee Benefits Conference

- Registration will be waived for the EC 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 and promoted in Chapter communications and at events.
- Lodging and travel expenses for up to 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 and lodging for up to two nights will be reimbursable for the KS SHRM Director and Director-Elect.
- All KS SHRM volunteers are welcome to attend, but the Chapter or the individual is responsible for all associated costs.

National SHRM Conferences and Meetings:

1. SHRM Annual Conference – Total expenses will not exceed \$3,000 per position outlined below unless otherwise approved by the EC.

KS SHRM will only reimburse the following expenses for the KS SHRM Director and Director-Elect (KS SHRM Secretary/Treasurer may be substituted for one role, if Director or Director-Elect is unable to attend):

- Registration at the Volunteer Leader registration rate
- Airfare and Baggage Fees
- Transportation (parking, taxi, shuttle, mileage, etc.)
- Lodging for up to four nights (in direct connection to the conference)
- Per diem of \$60 per day to cover meal expenses (4 days, maximum)

2. SHRM Regional Council Business Meeting (RCBM) – Total expenses will not exceed \$1,500 per position unless otherwise approved by the EC.

SHRM National covers registration for the following positions:

- KS SHRM Director
- KS SHRM Director-Elect
- Other by SHRM National invitation and as approved by the KS SHRM Executive Council

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 up to two nights (in direct connection to the conference)
- Per diem of \$60 per day to cover meal expenses (3 days, maximum)

3. SHRM Volunteer Leader Business Meeting (VLBM)

By invitation, SHRM National covers registration and a specified number of nights (subject to change by SHRM) for Volunteer Leaders. KS SHRM will provide funding to offset travel expenses incurred by invited State Council and Chapter representatives.

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
- Per diem of \$60 per day to cover meal expenses (3 days, maximum)

KS SHRM will provide State Council representatives up to \$750 in travel reimbursement for each of the following positions:

- KS SHRM Director
- KS SHRM Director-Elect
- KS SHRM Membership Director
- KS SHRM Certification Director
- Two KS SHRM District Directors (as selected by KS SHRM EC)

KS SHRM will provide up to \$500 per Chapter to assist with additional travel expenses incurred by the Chapter for sending Chapter leadership (President/President-Elect) unless otherwise approved by the Executive Council.

Other National Conferences sponsored by SHRM:

Total expenses will not exceed the budgeted amount unless otherwise approved by the EC.

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.)
- Per diem of \$60 per day to cover meal expenses (3 days, maximum)

Must be good stewards of Council money.

The KS SHRM EC recognizes that costs may fluctuate from year to year and dependent on the location of conferences sponsored by SHRM National. The EC reserves the right to review these guidelines and to make discretionary exceptions to reimbursable amounts due to these factors. These guidelines are intended to help our volunteer leaders make travel arrangements and dining choices within approved, budgeted amounts. We expect all volunteer leaders to make expenditure decisions that are in the best interests of Kansas SHRM. There is no guarantee that amounts over and above these approved guidelines will be reimbursed.