

## **2022 Conclave Travel and Lodging Reimbursement Policy**

Travel will be reimbursed based on lowest economy airfare or mileage based on driving at the federal reimbursement rate of 58.5 cents per mile, whichever is less. This is the only reimbursable travel expense except parking at conclave or for special circumstances approved by the Grand Recorder prior to arranging travel. Meals and hotel going to or returning from conclave will not be reimbursed unless approved by the Grand Recorder prior to travel.

**Air Fare:** Fares for delegates and specially invited guests of the Grand Chapter will be reimbursed provided the following provisions for round trips to and from conclave. Delegates may select from air or personal car to arrive to conclave. Delegates are expected to fly to and from Roanoke and use shuttle services recommended by Alpha Chi Sigma unless prior authorization is obtained from the Grand Recorder or Assistant Grand Recorder. Tickets must be lowest cost economy fare for the selected means of conveyance and prior authorization from the Grand Recorder or Assistant Grand Recorder must be obtained prior to purchasing a ticket that costs more than \$500. If authorization is not obtained prior to purchase, the delegate is responsible for the difference between the \$500 reimbursement and the ticket cost. Fares may be reimbursed prior to conclave provided that if travel is canceled by the delegate the total fare shall be refunded to Alpha Chi Sigma in the event that the individual is excused from conclave by the Grand Master Alchemist. If a delegate is expelled from conclave, the full fare is to be refunded to Alpha Chi Sigma. Alpha Chi Sigma will reimburse for one checked bag. Alpha Chi Sigma will also not reimburse for upgrades, change fees, entertainment, refundable tickets at additional cost, parking, or any other expense outside of a non-refunded lowest cost economy ticket. Alpha Chi Sigma will also not reimburse for travel to conclave outside of the 48 contiguous states of the United States (the lower 48).

**Personal Car:** Alpha Chi Sigma will reimburse delegates or guests of the Grand Chapter's travel using a personal automobile at the federal mileage rate for travel up to 350 miles from the conclave destination as determined by actual odometer reading or travel distance computed by Google Maps. Alpha Chi Sigma will not reimburse for travel beyond 350 miles without prior approval from the Grand Recorder. However, mileage beyond 350 miles may be donated as a tax deductible 501c3 gift-in-kind contribution as permitted by IRS regulations.

**Rental Vehicles:** Vehicles for travel to conclave may be rented with prior authorization of the Grand Recorder, provided appropriate insurance is obtained. Rental vehicle, insurance, and gasoline cost cannot exceed lowest cost airfare. 87 octane gas purchases for use in the rental vehicle at gas stations outside of those that serve the car rental will be reimbursed (no gasoline purchases paid to the rental car agency). Alpha Chi Sigma will not reimburse for damages, late returns, transfer fees, prepaid gas by the rental agency, or any additional charges imposed by the car rental agency.

**Carpooling:** If Conclave delegates want to carpool, the Fraternity will reimburse the mileage rate for the person with the car or rental + gas for a rental car. Any other expenses incurred by delegates are reimbursable to that delegate. Typically, this would max out at the cost of 1 delegate airfare but if multiple delegates are traveling together by their own choice, the Fraternity will reimburse the lesser of: (#delegates x airfare for those delegates) OR actual costs incurred. No profit should be made by the delegates carpooling; however, it should not be a financial punishment if people choose to carpool. In addition to this - if a group wants to rent a car, the group should purchase the additional insurance coverage from the car rental company

Fifteen passenger vans are not to be rented as those have a high probability of rolling over in an accident.

**Meals, Lodging, Parking, Tolls, and Incidental Expenses:** Alpha Chi Sigma will not reimburse for meals, lodging, or any incidental expense incurred due to travel to or from conclave unless approved in advance by the Grand Recorder. Delegate parking at conclave shall be purchased during registration and shall be reimbursed to the delegate. Any of these expenses may be donated to Alpha Chi Sigma as a tax-deductible contribution, if permitted by IRS regulations. Please consult a tax professional.

**Room and Board at Conclave:** All collegiate delegates must use the conclave housing accommodations. All professional delegates are encouraged to use conclave housing. Exemptions require SC approval. Professional delegates not using housing arranged by the supreme council will only be reimbursed at contracted housing rate. Delegates not using the conclave meal plan arranged by the SC will not be reimbursed for meals without prior approval of the SC.

**Forfeit of Reimbursement:** Any delegate or special guest expelled from conclave, for any reason, will forfeit reimbursement of travel expenses and will refund Alpha Chi Sigma any prepaid expenses.

**Expense reports must be submitted by August 30, 2022, 45 days following the end of conclave. No reimbursements will be made after that date.**

**You can find the 2022 Reimbursement form here:**

**<https://www.alphachisigma.org/file/conclave-docs/2022-conclave/2022-Expense-Form.xlsm>**

**Expense reports must use the 2022 expense form. (Prior year forms will not have the current mileage rate and should not be used).**