

Conclave Travel and Lodging Reimbursement Policy

Travel will be reimbursed based on lowest economy airfare or mileage based on driving not exceeding 350 miles at the federal mileage reimbursement rate, 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 with prior approval of the GR.

Air, Train, or Bus 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 at conclave. Delegates are expected to fly to and from Chicago Midway or O'Hare and use shuttle services provided by Peoria Charter, unless prior authorization is obtained from the Grand Recorder or Assistant Grand Recorder. Tickets must be at the lowest cost economy fare and prior authorization from the Grand Recorder or Assistant Grand Recorder must be obtained prior to purchasing a ticket that costs more than \$600. If authorization is not obtained prior to purchase, the delegate is responsible for the difference between the \$600 reimbursement and the ticket cost. Fares may be reimbursed prior to conclave provided that if travel is cancelled by the delegate that the total fare 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). Flights to airports outside of Chicago Midway or O'Hare, will only be reimbursed up to the lowest cost round trip economy ticket to Chicago Midway or O'Hare. Delegates are responsible for their own ground transportation and costs if they fly to an airport outside of Chicago Midway/O'Hare. Likewise, Alpha Chi Sigma will not be responsible for rebooking or overnight stays in the event of flight delay or cancellation, outside of flights to Chicago Midway or O'Hare. Alpha Chi Sigma will reimburse train or bus travel, Urbana/Champaign, Illinois is serviced by Megabus, Greyhound, and Amtrak. Reimbursement is limited to the lowest cost airfare to Chicago Midway or O'Hare or the alternative transport fare, whichever is less.

Personal Car: Alpha Chi Sigma will reimburse delegate 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. However these 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 damages, late returns, transfer fees, prepaid gas by the rental agency, or any additional charges imposed by the car rental agency.

Meals, Lodging, Parking, tolls, ferry, and Incidental Expenses: Alpha Chi Sigma will not reimburse for meals, lodging, or any incidental expense incurred due to travel to or from conclave. Delegate parking at conclave is free at designated lots, therefore, parking will not be reimbursed. Alpha Chi Sigma will also

not reimburse for ferry tickets. 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, 2024. No reimbursements will be made after that date.