



## ISACS Reimbursement Policies for Board and Committee Meetings

*Updated August 2017*

ISACS values its volunteers and wishes to make participation possible by reimbursing for expenses associated with that work in most cases. The following guidelines allow us to cover many costs while working within ISACS' resources. Please review the policies below carefully.

Each board and committee member will receive an email from ISACS staff member, Jacob Isaac, 8-10 weeks prior to each meeting with details regarding the upcoming meeting. Please respond promptly to any and all requests conveyed in those communications.

### **Heads of Schools on the Board of Trustees**

As a form of partnership with ISACS, schools cover their heads' travel, lodging, and incidental expenses for all ISACS volunteerism including board and committee service with the exception of the Accreditation Review Committee (ARC). ISACS reimburses heads of school for ARC work (detailed below) due to the time and travel commitment required.

Travel arrangements should be made by the school. ISACS request that all board and committee members stay at the hotel pre-arranged by ISACS staff, as room blocks are procured for each event and ISACS will incur the cost for unused rooms.

### **Committee Members and Non-Board Heads of Schools**

ISACS will cover travel, lodging and meal expenses for all committee members including non-board heads of schools, provided that lodging is booked at the hotel arranged by ISACS staff at the ISACS rate. Please see additional reimbursement details regarding specific committees in the next section.

- **Meals.** ISACS arranges and provides most meals during meeting times and will reimburse up to a certain amount per meal prior to arrival and/or after the conclusion of the meeting during return travel home. ISACS does not reimburse for personal meals in place of group meals and social events. This amount varies based on location of the meeting. Please ask Jacob Isaac for the appropriate reimbursement amount.
- **Air Travel.** Board and committee members are asked to make their own air travel arrangements. Airfare (coach only) should be researched and booked well in advance in order to take advantage of the lowest rates. If possible, to limit expenses, please plan to fly in and out on the same day. ISACS does not cover the cost of baggage fees, travel insurance, travel agent fees, travel amenities, etc.

Please note that Chicago's Midway Airport is serviced by Southwest and often has the best fares from many ISACS cities, if booked well in advance.

- **Ground Transportation/Taxi & Public Transportation.** For those traveling by airplane, ISACS recommends the use of the public transportation, especially when traveling in Chicago (CTA) where traffic can be congested. Prior to each meeting, ISACS will provide directions including public transportation, [GoExpress share-a-ride shuttle service](#) and taxi options for downtown Chicago from both Midway and O'Hare airports. Please consult these directions when making your ground transportation choices in Chicago. When traveling in Chicago from either airport, a taxi to and from a downtown location should cost approximately \$40-50. Uber services both of Chicago's airports. When traveling from your home to the airport, ISACS suggests the use of a taxi or driving to the airport and parking your car in an economy parking lot (if this is feasible). ISACS will not reimburse the use of car service in Chicago or your home location unless pre-approved by ISACS staff.
- **Lodging.** For all meetings, if reasonable travel arrangements cannot be made from the participant's home city to the meeting location in time for the start of the meeting on the same day, ISACS will cover one night's stay at the pre-arranged hotel. ISACS requests that all board and committee members stay at the hotel pre-arranged by ISACS staff, as room blocks are procured for each event and ISACS will incur the cost for unused rooms. ISACS will reimburse the rate guaranteed by the hotel for reservations made before the deadline. Depending on the meeting, ISACS staff may request your lodging needs, book your room, and pay directly for your room and tax. Otherwise, ISACS will require you to make your own hotel accommodation by sending you a direct hotel reservation link. ISACS does not cover hotel incidentals (e.g. movies, Internet if not covered in the lodging agreement, etc.).
- **Auto Travel.** If you are driving, ISACS will reimburse mileage at the current IRS reimbursement rate, tolls and parking. If driving is more than the cost of flying, please consult ISACS. For meetings held in downtown Chicago, ISACS suggests the use of discounted pre-paid parking apps. ISACS will provide more details prior to each meeting.

## **Additional Reimbursement Details for 2017-18 Committee Meetings – all specifics above apply**

- **Accreditation Review Committee (ARC)**

*January meeting:* This meeting is held in conjunction with the Heads Conference. ISACS will cover one night at the conference hotel (either Tuesday or Wednesday night) for all ARC members including heads of school. ARC members should make hotel reservations at the Heads Conference hotel, and ISACS staff will arrange to pay directly for one room night and tax. If you are unable to attend the Heads Conference, please consult with ISACS staff.

- **Administrative Services Committee (ASC)**

*November meeting:* As part of the ASC commitment, the ASC member's school pays the registration fee to attend the Annual Conference as well as travel and hotel accommodations during the conference. ISACS will cover the Friday night stay at the conference hotel pre-arranged by ISACS, the ISACS-arranged dinner on Friday with the PSC Committee, and breakfast and lunch on Saturday. If ASC members cannot attend the Annual Conference, please consult with ISACS staff, and the reimbursement policy will be adjusted. ASC members should make hotel reservations at the Annual Conference hotel, and ISACS staff will arrange to pay directly for the Friday night room and tax.

*February meeting:* This is a two-hour meeting on the Friday afternoon, following the conclusion of the Academy for Division Heads, in the same hotel. If ASC members are attending the Academy for Division Heads, the member's school is asked to cover all expenses. ISACS anticipates that all ASC members can depart that day, if not, please contact the ISACS Office. If ASC members cannot attend the Academy for Division Heads, please consult with ISACS staff.

*April meeting:* ISACS will cover travel and lodging expenses for the night before at the hotel pre-arranged by ISACS. If any member would like to stay for the board and committee dinner after his/her committee meeting, ISACS will cover the cost of an additional hotel night.

- **Professional Services Committee (PSC)**

*November Meeting:* As part of the PSC commitment, the PSC member's school pays the registration fee to attend the Annual Conference as well as travel and hotel accommodations during the conference. ISACS will cover the Friday night stay at the conference hotel pre-arranged by ISACS, the ISACS-arranged dinner on Friday with the ASC Committee, and breakfast and lunch on Saturday. If PSC members cannot attend the Annual Conference, please consult with ISACS staff, and the reimbursement policy will be adjusted. PSC members should make hotel reservations at the Annual Conference hotel, and ISACS staff will arrange to pay directly for the Friday night room and tax.

*January Meeting:* ISACS will cover travel, lodging expenses (one night's stay at the hotel pre-arranged by ISACS), and meals (dinner on Friday night, breakfast and lunch during the meeting on Saturday).

*April Meeting:* ISACS will cover travel and lodging expenses for the night before at the hotel pre-arranged by ISACS. If any member would like to stay for the board and committee dinner after their committee meeting, ISACS will cover the cost of an additional hotel night.

- **Equity and Justice Committee (E&J)**

*November Meeting:* As part of the E&J commitment, the E&J member's school pays the registration fee to attend the Annual Conference as well as travel and hotel accommodations during the conference. For 2017, the E&J Committee meeting will take place on Wednesday, November 8 at the conference hotel. ISACS will cover the pre-arranged E&J dinner at a location TBD. If any E&J members cannot attend the Annual Conference, please consult with ISACS staff, and the reimbursement policy will be adjusted.

*February Meeting:* The Division Heads Conference is held annually in Chicago and for the 2017-2018 year, it will contain a strong element on Diversity. Because each E&J member is an integral part of ISACS effort to educate on diversity, ISACS hopes all committee members will attend. The E&J member's school pays for travel, lodging and registration fees associated with this conference due to the strong element of diversity. The E&J Committee will meet in the ISACS office on Thursday prior to the conference. ISACS will cover the pre-arranged dinner in the office during the Thursday meeting. If E&J members cannot attend the conference, please consult with ISACS staff, and the reimbursement policy will be adjusted to accommodate.

*April Meeting:* ISACS will cover travel and lodging expenses for the night before at the hotel pre-arranged by ISACS. If any member would like to stay for the board and committee dinner after their committee meeting, ISACS will cover the cost of an additional hotel night.

**If you have any questions or concerns, please contact Jacob Isaac at 312-750-1190 or [jacob@isacs.org](mailto:jacob@isacs.org).**

**Please submit the ISACS reimbursement form with receipts to ISACS within 30 days of the meeting. Reimbursement forms submitted after the 30 days are not eligible for reimbursement. Forms can be sent via email to [jacob@isacs.org](mailto:jacob@isacs.org), regular mail c/o Jacob Isaac or faxed to 312-750-1193.**



**Independent Schools Association of the Central States**

**2017-18 Committee Expense Report and Request for**

**Reimbursement** *Please review ISACS reimbursement policies prior to submitting.*

**Please submit this form and receipts within 30 days of the meeting  
via regular mail, e-mail, or fax:**

ISACS  
55 West Wacker Drive, Suite 701  
Chicago, IL 60601

Email: [jacob@isacs.org](mailto:jacob@isacs.org)  
Phone: 312-750-1190  
Fax: 312-750-1193

**A. Please check the appropriate committee box(es):**

ASC:     Equity & Justice:     PSC:     ARC:     Board of Trustees:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

**B. Transportation**

Air/Rail/Bus Fare (Coach Only) \$ \_\_\_\_\_

Taxi(s): \$ \_\_\_\_\_

Miles on Personal Auto: \_\_\_\_\_ (If flying is not an option) Total Miles at 54.5¢: \$ \_\_\_\_\_

Tolls Paid: \$ \_\_\_\_\_

Public Transportation/CTA/Ventra: \$ \_\_\_\_\_

Parking Paid: \$ \_\_\_\_\_

Other (specify): \$ \_\_\_\_\_

*Total Cost of Transportation:* \$ \_\_\_\_\_

**C. Hotel – ISACS will reimburse only the ISACS Group Rate at the pre-arranged hotel(s). Please contact ISACS if other accommodations were made.**

# of nights: \_\_\_\_\_ at \$ \_\_\_\_\_ per night\*

*Total Cost of Hotel:* \$ \_\_\_\_\_

\*This should typically be one night. If you need more than 1 night, please contact ISACS staff.

**D. Meals – Please include receipts for those meals eligible for reimbursement**

*Total Cost of Meals* \$ \_\_\_\_\_

**Total of all categories (A, B, C, & D) due from ISACS:** \$ \_\_\_\_\_