



## ISACS Reimbursement Policy: Board & Committee Meetings Updated August 30, 2018

ISACS values the work of its volunteers and, to facilitate participation, pays expenses for travel, lodging, associated meals, and incidental expenses in many cases, outlined below. If your special circumstances make some aspect of these policies challenging, please contact Jacob Isaac, ISACS Coordinator of Programs and Technology, at [jacob@isacs.org](mailto:jacob@isacs.org) to discuss possible adjustments.

### Expenses Associated with Professional Development Events

Board and committee members are asked to attend, at school expense, related professional development events to which meetings are attached: PSC, ASC, and E&J, attending the Annual Conference; ASC, the Academy for Division Heads; and E&J, the Diversity Summit. Expenses the school covers include registration fees, travel, related meals, and incidentals.

### Accreditation Review Committee (ARC)

Given the extensive time and travel required of ARC members, ISACS reimburses travel, lodging, and related meals for all members including heads (not including incidentals). The only exception is the January meeting, held in conjunction with the Heads Conference. ISACS will cover lodging for up to two nights at the conference hotel (Monday and/or Tuesday night) for all ARC members including heads of school. If you are unable to attend the Heads Conference but still plan to attend the ARC meeting, please inform Jacob Isaac, Coordinator of Programs & Technology, at [jacob@isacs.org](mailto:jacob@isacs.org).

### Heads and Other Volunteers

ISACS asks that each school cover the head's travel, lodging, related meals, and incidentals with exception of expenses related to service on the ARC. For all other volunteers, ISACS reimburses travel, lodging, and related meals expenses for board and committee services (not including incidentals).

### Travel

Volunteers are asked to make their own travel arrangements. When possible, plans should be made to travel in and out on the same day, avoiding a lodging expense.

**By air.** Airfare should be coach class, researched and booked well in advance to get the lowest rates. Reimbursement will not cover fees for early check-in, baggage (as all meetings are only 1 -2 days), travel insurance, or other travel amenities. Please note that Chicago's Midway Airport is serviced by Southwest, which often has the best fares from many ISACS cities.

**By car.** ISACS will reimburse mileage at the current IRS rate, tolls, and parking. If the cost of driving exceeds the cost of flying, please consult ISACS before planning to drive. If parking in downtown Chicago, please use a pre-paid parking app to reserve a spot at a relatively reasonable price.

**Ground transportation.** ISACS recommends public transportation for travel to/from the airport and train and bus stations, particularly in Chicago (CTA), where traffic can be congested. ISACS will provide public transportation, shuttle, and taxi options for each ISACS meeting. When traveling in Chicago from either airport, the cost of a cab should be \$40-\$50. Uber and Lyft service both Chicago airports. When traveling from home to your local airport, we suggest the use of a cab, Uber, Lyft, or economy parking. ISACS will not reimburse for car service.

### Meals

ISACS provides most meals during meetings. For meals needed immediately preceding and/or following a meeting, ISACS will reimburse up to \$10 for breakfast, \$20 for lunch, and \$35 for dinner.

### Lodging

If reasonable 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 asks that all participants stay at the pre-arranged hotel, as room blocks are procured for each event and ISACS bears the cost of unused rooms in the block. Should it be necessary to stay at another hotel, ISACS will reimburse at the rate of the pre-arranged hotel room block. ISACS may reserve your room and pay the fee and tax directly or ask you to make your own reservations using a direct hotel link. ISACS does not cover hotel incidentals such as movies, Internet fees, or mini-bar.

**Requests for reimbursement should be made within 30 days of the meeting by submitting the ISACS request form with receipts to Jacob Isaac, Coordinator of Programs & Technology, at [jacob@isacs.org](mailto:jacob@isacs.org).**

		Reimbursed/Provided by ISACS				
2018-19	In-person Meeting Dates	Airfare	Lodging	Meals	Payment	Notes
Board	<b>Wednesday, October 10</b> 4:00-6:00 PM – *New Trustee Orientation 6:30-9:30 PM – Board Dinner  <b>Thursday, October 11</b> 8:30 AM-2:00 PM – Board Meeting	Yes, for non-heads	Wednesday, October 10	Dinner Breakfast Lunch	ISACS arranges and pays directly for room and tax for non-heads; schools pay for heads.	*New Trustee Orientation includes only new trustees and board chair
	<b>Wednesday, November 7</b> 5:30-8:30 PM – Michigan Heads & ISACS Board Dinner at Eton Academy	No	School covers	Dinner	Make reservation in Annual Conference room block	Dinner to thank Michigan heads as hosts of Annual conference.
	<b>Tuesday, January 29</b> 6:30-9:30 PM – Board & ARC Dinner  <b>Wednesday, January 30</b> 9:30 AM-3:45 PM – Board Meeting	Yes, for non-heads and any board members not attending the conference	Tuesday, January 29	Dinner Breakfast Lunch	Make reservation in Heads Conference room block; ISACS arranges and pays for room and tax directly.	Dinner with ARC
	<b>Wednesday, April 10</b> 6:30-9:30 PM – Board & Committee Dinner  <b>Thursday, April 11</b> 8:30 AM-2:00 PM – Board Meeting	Yes, for non-heads	Wednesday, April 10	Dinner Breakfast Lunch	ISACS arranges and pays for room and tax for non-heads directly; schools pay for heads.	Board & Committee Dinner
ARC	<b>Tuesday, October 9</b> 12:00-5:00 PM – Committee Meeting 6:30-9:30 PM – ARC Dinner  <b>Wednesday, October 10</b> 9:00 AM-3:00 PM – Committee Meeting	Yes	Tuesday, October 9	Lunch Dinner Breakfast Lunch	ISACS arranges and pays for room and tax directly.	
	<b>Tuesday, January 29</b> 9:30 AM-4:30 PM – Committee Meeting 6:30-9:30 PM – ARC & Board Dinner	Yes	Up to two nights, (Monday and/or Tuesday)	Breakfast Lunch Dinner	Make reservation in Heads Conference room block; ISACS pays room and tax directly.	Please notify Jacob if <i>not</i> attending the Heads Conference.
	<b>Tuesday, April 9</b> 9:30 AM-4:30 PM – Committee Meeting  <b>Wednesday, April 10</b> 6:30-9:30 PM – Board & Committee Dinner	Yes	One night, possibly more if attending the dinner on Wednesday night.	Breakfast Lunch -- Dinner	ISACS arranges and pays for room and tax directly.	Please notify Jacob if you would like to stay and attend the Board & Committee Dinner.
	<b>Tuesday, June 18</b> 12:00-5:00 PM – Committee Meeting 6:30-9:30 PM – ARC Dinner  <b>Wednesday, June 19</b> 9:00 AM-3:00 PM – Committee Meeting	Yes	Tuesday, June 18	Lunch Dinner Breakfast Lunch	ISACS arranges and pays for room and tax directly	

		Reimbursed/Provided by ISACS				
2018-19	In-person Meeting Dates	Airfare	Lodging	Meals	Payment	Notes
E&J	<b>Wednesday, November 7</b> 1:00-4:00 PM – Committee Meeting 6:00-9:00 PM – E&J Dinner	No	School covers	Dinner	Make reservation in Annual Conference room block.	Please notify us if <i>not</i> attending Annual Conference.
	<b>Wednesday, March 6</b> 4:30-8:30 PM – Committee Meeting  <b>Friday, March 8</b> 2:15-3:45 PM – Committee Meeting	No	School covers	Dinner	Make reservation in Diversity Summit room block.	Please notify us if <i>not</i> attending Diversity Summit.
	<b>Wednesday, April 10</b> 2:30-5:30 PM – Committee Meeting 6:30-9:30 PM – Board & Committee Dinner	Yes	Wednesday, April 10, if attending the Board & Committee Dinner.	Dinner	ISACS arranges and pays for room and tax directly.	Board & Committee Dinner
ASC	<b>Friday, November 9</b> 6:30-9:30 PM – ASC & PSC Dinner  <b>Saturday, November 10</b> 11:15 AM-2:15 PM – Committee Meeting	No	Friday, November 9	Dinner Lunch	Make reservation in Annual Conference room block; ISACS pays room and tax directly.	Dinner with PSC
	<b>Wednesday, February 6</b> 12:00-4:00 PM – Committee Meeting  <b>Friday, February 8</b> 2:15-3:45 PM – Committee Meeting	No	School covers	Lunch	Make reservation in Academy for Division Heads room block.	Please notify us if <i>not</i> attending Academy for Division Heads.
	<b>Wednesday, April 10</b> 8:00-11:00 AM – Committee Meeting 6:30-9:30 PM – Board & Committee Dinner	Yes	Tuesday, April 9, and, if attending the Board & Committee Dinner, also Wednesday, April 10.	Breakfast Dinner	ISACS arranges and pays for room and tax directly.	Board & Committee Dinner
PSC	<b>Friday, November 9</b> 6:30-9:30 PM – PSC & ASC Dinner  <b>Saturday, November 10</b> 8:00-11:00 AM – Committee Meeting	No	Friday, November 9	Dinner Breakfast	Make reservation in Annual Conference room block; ISACS pays room and tax directly.	Dinner with ASC
	<b>Friday, February 8</b> 6:00-8:00 PM – PSC Dinner  <b>Saturday, February 9</b> 9:30 AM-2:30 PM – Committee Meeting	Yes	Friday, February 8	Dinner Breakfast Lunch	ISACS arranges and pays for room and tax directly.	
	<b>Wednesday, April 10</b> 11:15 AM-2:15 PM – Committee Meeting 6:30-9:30 PM – Board & Committee Dinner	Yes	If attending the Board & Committee Dinner, Wednesday, April 10.	Lunch Dinner	ISACS arranges and pays for room and tax directly.	Board & Committee Dinner



**Independent Schools Association of the Central States**

**2018-19 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.**

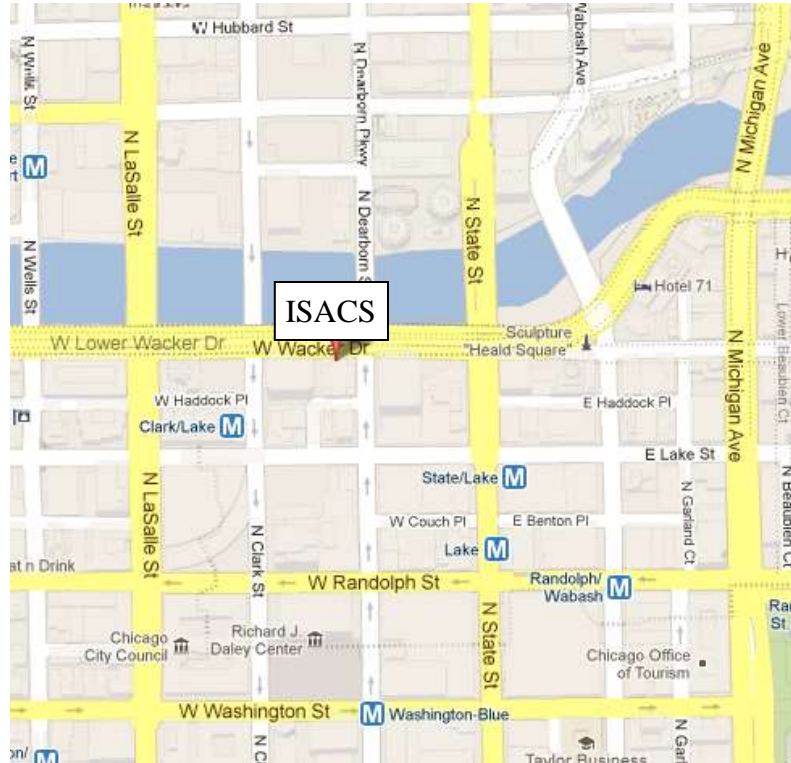
*Total Cost of Meals* \$ \_\_\_\_\_

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

**Directions to the ISACS Office  
55 West Wacker Drive, Suite 701  
Chicago, IL 60601**

**Telephone: 312-750-1190**

**(There are two entrance to the building:  
On Wacker between Dearborn and Clark  
OR on Dearborn between Lake and Wacker)**



**From O'Hare International Airport**

**By Car (16.2 Miles) – Renting a car is not recommended:**

- Merge onto I-190 E toward Chicago Loop.
- I-190 E becomes the Kennedy Expy. East/I-90 E.
- Take Exit 51C toward East Washington Blvd/100 North.
- Turn left onto East Washington Blvd.
- Turn left onto North Upper Wacker Drive.
- The building will be on your right.
- See below for parking information.

**By El: (approximately 1 hour, cost of a single-ride ticket \$5.00 from O'Hare to downtown and \$3.00 from downtown to O'Hare. If you intend to ride the CTA frequently, you may wish to purchase a 1-Day pass for \$10. If you visit Chicago often, you may wish to purchase a reloadable Ventra card for \$5 and the cost of the card can be applied to transit fees; and a single ride will be \$2.25 but \$5.00 from O'Hare)**

- Take the BLUE line into city.
- Exit at Clark and Lake.
- Walk east toward Clark Street and turn left on Clark Street.
- Walk two blocks north on Clark Street to Wacker Drive and turn right.
- Walk east on Wacker Drive <1 block.
- Enter 55 W. Wacker Drive building and take the elevator to the 7<sup>th</sup> floor.

**Taxi: Approximately \$35-40 one way**

## **From Midway Airport**

### **By Car (11.8 miles) – Renting a car is not recommended:**

- Merge onto I-55 N / Stevenson Expy.
- Take the I-90 W / Ryan Expy. / I-94 W exit 292A toward WISCONSIN.
- Merge onto I-90 W / I-94 W toward Wisconsin
- Take exit 51 toward East Washington Blvd/100 North
- Turn right onto East Washington Blvd.
- Turn left onto North Upper Wacker Drive.
- The building will be on your right.
- See below for parking information.

### **By El: (approximately 50 minutes, cost \$3. If you intend to ride the CTA frequently, you may wish to purchase a 1-Day pass for \$10. If you visit Chicago often, you may wish to purchase a reloadable Ventra card for \$5 and the cost of the card can be applied to transit fees and a single ride will be \$2.25)**

- Take the ORANGE line into city (toward the Loop).
- Exit at Clark and Lake.
- Walk east toward Clark Street and turn left on Clark Street.
- Walk two blocks north on Clark Street to Wacker Drive and turn right.
- Walk east on Wacker Drive <1 block.
- Enter 55 W. Wacker Drive building and take the elevator to the 7<sup>th</sup> floor.

**Taxi:** Approximately \$35-40 one way

### **Additional Public Transportation Options**

In addition to the “EL” information provided above from O’Hare and Midway, ISACS is also accessible by public transportation on the #22 Clark Street, #36 Broadway, #134 Stockton/LaSalle Express, #135 Clarendon/LaSalle Express and #136 Sheridan/LaSalle Express and #157 Streeterville buses. Visit [www.transitchicago.com](http://www.transitchicago.com) for more information. (Buses are \$2.25, when paid by cash, per trip and transfers are \$.25)

If you are coming to the office/conference room via the RED LINE, you should exit at the Lake Street stop and follow signs for the Northwest Exit of the station. Take your first left on Lake Street; walk one block and make a right on Dearborn. Enter 55 West Wacker on the Dearborn Street entrance.

### **Airport Express (Share-a-Ride) Shuttle Service**

For shared-ride shuttle services to or from O’Hare or Midway, call 1-888-284-3826 or visit [www.airportexpress.com](http://www.airportexpress.com). The rate for O’Hare is approximately \$27 one-way; \$49 round-trip. The rate for Midway is approximately \$22 one-way; \$39 round-trip. Parties of two or more reserving at the same time receive a discount. Please visit the website for more information.

### **Parking**

Parking downtown is expensive. If you drive to the ISACS office, the closest parking garage options are noted below. Some garages offer discounted daily rates if you arrive and depart by certain times (usually in by 9 am and out by 6 pm). For a helpful parking map, visit <http://www.chicagoparkingmap.com>.

Additionally, the website ParkWhiz, [www.parkwhiz.com](http://www.parkwhiz.com), allows you to enter your destination address (55 W. Wacker Drive, Chicago, IL 60601), compare price and location, make a reservation and receive an electronic parking pass to print or use on your smartphone. Your spot is guaranteed and you will also receive directions to your parking location.

- **203 N. LaSalle St.** with entrances on Lake St. (one way going east) and on Clark St. (one way going south via Wacker Dr.). Walk to the ISACS office by exiting the parking structure on Clark St. and turning

left. Walk one block north to Wacker Dr. and turn right. Walk east on Wacker Dr. <1 block. Enter the 55 West Wacker Building and take the elevators to the 7<sup>th</sup> floor.

- **181 N. Clark St.** with an entrance on Dearborn St. (one way going north (access Dearborn by heading east on Washington Street) and an entrance on Lake Street (one way going east). Walk to the ISACS office by exiting the parking structure on Dearborn and turning right. Walk approximately 2 blocks north on Dearborn St. to Wacker Drive. ISACS' building, 55 W. Wacker Dr., is at the corner of Wacker Dr. and Dearborn St. Take the elevators to the 7<sup>th</sup> floor.
- **181 N. Dearborn St.** with entrances on Lake St. (one way going east) and on Clark St. (one way going south via Wacker Dr.). Walk to the ISACS office by exiting the parking structure on Clark St. and right. Walk 2 ½ blocks north to Wacker Dr. and turn right. Walk east on Wacker Dr. <1 block. Enter the 55 West Wacker Building and take the elevators to the 7<sup>th</sup> floor.