

DELEGATE REIMBURSEMENT INFORMATION

Greetings, LKS Chapter Delegates! Here is the information you need to get your delegate reimbursement (one reimbursement per chapter):

FLIGHT REIMBURSEMENT

- Round-trip airfare reimbursements for the chapter delegate includes the cost of the flight only (baggage, seat upgrades and other "extras" on the flight **are not reimbursable expenses**, so please plan accordingly).
- Please bring a printed copy of the flight itinerary which clearly states delegate name, flight information and the cost for the flight/taxes/fees.
- Write the name of your chapter on the printed itinerary and bring it with you to the closing business session on Saturday during convention.
- If everything is in order, you will receive a check at the close of the final business session on Saturday during convention.

MILEAGE REIMBURSEMENT

- If you are driving to convention instead of flying, please print a Google map with mileage from your chapter location (the city/state where your school is located) to the Convention hotel. Mileage will be reimbursed at rate of \$.58/per mile up to a maximum reimbursement of \$400.
- The reimbursement will be made for round-trip mileage, only. There will be no reimbursement for fuel, parking, or other driving-related expenses.
- Write your name (delegate) and chapter name on the printed Google map and bring it with you to the closing business session on Saturday during convention.
- If everything is in order as detailed here, you will receive a check at the close of the final business session.

GENERAL INFORMATION ABOUT DELEGATE TRAVEL REIMBURSEMENT

- The chapter delegate is eligible for travel reimbursement **only if the chapter has paid the 2021-2022 Delegate Fee** (several chapters have not paid this fee-you will receive a separate notification if you are one of these chapters).
- Reimbursement applies only to the official Delegate, not the alternate. In the event the official Delegate is unable to attend, the alternate will be moved to the official Delegate position and will then be eligible for reimbursement if they meet all delegate requirements and follow the guidelines stated here.
- Eligibility for delegate travel reimbursement requires that the delegate attend all schedule events, functions and business sessions during convention. Failure to attend may result in the forfeiture of your reimbursement.
- Reimbursement checks will be available on site for eligible delegates who provide the required receipts as stated above.
- If you do not have the required information in print, you can submit it via email to Joan Rogala, at: joan.rogala@lks.org and a reimbursement check will be forwarded to you within 30 days.
- All delegate travel reimbursements should be submitted no later than July 15th.

Thank you for serving in the important role of Chapter Delegate during convention! You are an important part of the decision-making process and the information you receive during convention will be invaluable to grow your chapter for the benefit of the members.

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If you have questions, please contact me directly: joan.rogala@lks.org