

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 submit a screenshot/copy of the flight itinerary which clearly states:
 - delegate name,
 - Chapter and school
 - Email address (non .edu)
 - Cell phone number
 - Flight information and the cost for the flight/taxes/fees clearly displayed on the receipt.

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 \$.67/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.
- Please submit a screenshot/copy of the Google map which clearly states:
 - Round trip mileage summary and the amount to be reimbursed (not to exceed \$400)
 - delegate name,
 - Chapter and school
 - Email address (non .edu)
 - Cell phone number

Have this information with you to submit at the closing business session on Saturday during Convention. If everything is in order, you will receive a Zelle payment/check within 30 days of submission.

GENERAL INFORMATION ABOUT DELEGATE TRAVEL REIMBURSEMENT

- The chapter delegate is eligible for travel reimbursement **only if the chapter has paid the 2023-2024 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 scheduled 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.

DELEGATE REIMBURSEMENT INFORMATION

- All delegate travel reimbursements should be submitted no later than August 5th, 2024 to be eligible for reimbursement.

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.

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