

Illinois Association for Floodplain and Stormwater Management

Policy on ASFPM Conference Expense Allotments for the IAFSM Board of Directors

Adopted
March 19, 2007

Distribution of Funds

IAFSM will provide up to \$1000 to each currently serving, elected officer to attend the conference for a total commitment of \$3000 equally divided among approved requests. Should elected officer's requests total less than \$3000, any unallocated portion of the remaining funds shall be equally divided among any other members of the Board of Directors that request and are approved for support. Officers or Board members must explain the need for the financial support to attend the conference. Conference expenses are defined as "reasonable" expenses for travel, lodging, and conference registration. Other awards such as IAFSM or FEMA scholarships for local officials do not affect eligibility for the support for conference expenses. Reimbursement up to the approved allowance shall require the submission of a voucher to the IAFSM Treasurer. The form submitted may be that used by the traveler's employer or using the attached form. Reimbursement for transportation and lodging shall not exceed rates applicable to State of Illinois employees.

Implementation and Timing

Those who wish to request conference expense support must notify the Chair one month prior to the "early-bird" discount registration period for the National Conference (typically mid April) or other deadline as set by the Chair. The Chair shall compile the list, confer with all IAFSM officers, and notify applicants of the amount of the support available within 5 working days after the above date. Applicants must accept within 5 working days to receive the support.

Reporting

Members of the Board of Directors who receive conference expense allowance shall provide a written or oral report of the conference at the first board meeting after the conference.