



Knowledge for Creating  
and Sustaining the  
Built Environment

**The Construction Specifications Institute**

Indianapolis Chapter CSI

Box 20802, Indianapolis, IN 46220

Established 1961

May 11, 2006

## **Conference and Convention Reimbursement Requirements.**

(Including but not limit to GLR (Great Lakes Region) Region Conference, GLR Bi-Region Conference, CSI University, and CSI National Convention.)

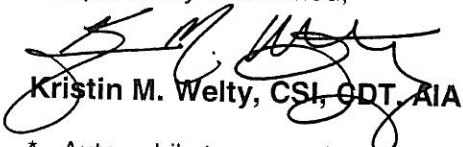
### **Membership Guide for Expense Reimbursement:**

The following requirements must be met in order to obtain reimbursement from the Chapter allotment. The amount of reimbursement will depend on the Chapter's line item budget that the Board has for the specific conference / convention. Reimbursement cost shall include, conference / convention registration, transportation cost\*, and lodging. No meals shall be paid for by the Chapter.

- 1). You must be registered as a delegate with the Chapter Ambassador. Certain conferences / conventions may have a maximum number of delegates. This information will be made public to the Chapter.
- 2). You must attend the GLR caucus meeting, board meeting, or other designated meeting as set forth by the Chapter's Board of Directors.
- 3). You must attend at least 2 (two) education seminars at the conference/ convention.
  - a. The seminars may include but are not limited to education session, tours, tradeshow product floor, and other sessions that may be held by organizations / manufacturers present at the conference / convention.
  - b. Prepare a electronically written report (minimum 500 words) suitable for publication in the Chapter's Newsletter to the Chapter Ambassador. The Ambassador shall receive written report within thirty days from the conclusion of the conference / convention. (Chapter Officer with a line item need not submit a written report.)
- 4). Submit original receipts for expenses as outlined in the opening paragraph and tallied on the Chapter's expense report form that may be downloaded from the Chapter's web site. The Chapter's Ambassador must receive all documentation within thirty days from the conclusion of the conference / convention.

Reimbursement will only be made to members that meet or exceed all of the requirements that are outlined in this document. The Chapter's Board of Directors may make additional requirements for specific events that will be published in the Chapter's Newsletter and announced at the Chapter's Monthly meeting no later than 45 days before the scheduled event. The Chapter may set aside a predetermined amount of money for reimbursement for attendees. This amount will be evenly divided amongst the eligible participants. It may not cover all of your expenses.

Respectively Submitted,

  
Kristin M. Welty, CSI, GDT, AIA

\* - Automobile transportation cost cannot exceed the average cost of the airfare for all attendees and airfare cost cannot exceed the average cost of the automobile transportation. The automobile mileage cost shall be determined by the US mileage index at time of conference / convention.