

Chapter Volunteer Forum

A COMMUNITY OF BENEFITS PROFESSIONALS



International Society
of Certified Employee Benefit Specialists



Reimbursement Policy

The Society offers a travel reimbursement to help offset the cost of attending the Chapter Volunteer Forum. Individual chapters may cover additional travel costs not reimbursed by ISCEBS.

Travel

Expenses for *exact* amount up to a maximum of \$350 for transportation (including shuttle and parking) to the meeting. This includes air, bus, rail or taxi. Auto expenses will be reimbursed at the current ITS/Revenue Canada rate.

Hotel

The Society will provide lodging for the preceding night at the conference hotel. The single room rate and tax will be billed directly to the Society. *All incidentals and additional lodging are the responsibility of the attendee and should be paid at checkout.*

Meals

Complimentary deluxe continental breakfast is available at the hotel. Wednesday dinner and Thursday lunch will be provided by the Society. All other meal expenses and incidentals are not reimbursable.

After the conclusion of the meeting, fill out the expense reimbursement form provided. Request for reimbursement must be received no later than 90 days after the date of the event. A reimbursement check will then be issued covering all allowable expenses.



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