1. Polling Board Members by e-mail:

The Chapter President, or his/her designee, may poll the Board members by e-mail when a decision must be made prior to the next scheduled Board of Governors meeting. The decision must be approved by a majority of the members on the Board. The record of the votes and resulting decision should be presented to the Chapter Secretary for inclusion in the minutes of the next Board of Governor’s meeting. (Adopted 10/1989) (Amended 02/2011)

2. Recognition of New Recipients of IIA-sponsored Certifications and Long-term Members:

All new recipients of IIA-sponsored certifications who receive their certificates through the Austin Chapter will be invited as guests of the Chapter of the first Chapter meeting after exam results are available to the Chapter. The Chapter will pay the cost of the meal for each new recipient of an IIA-sponsored certification. The cost of the meal will be charged to a separate budget item for certifications/long-term member recognitions. The CIA program chairperson will contact new recipients of IIA-sponsored certifications to invite them to the meeting and coordinate the delivery of their certificates. A presentation ceremony will be given at the meetings for all new recipients of IIA-sponsored certifications who attend. (Amended 11/2002) (Amended 02/2011)

**Long-term Member Recognition:** Those members who reach at least 25 years of IIA membership will be invited to the monthly meeting at no charge to them. Additionally, a plaque will be presented to the member commemorating their service to the IIA and the Austin Chapter. The cost of the plaque will be charged to the awards budget item. The Chapter’s membership committee chairperson will coordinate with the Awards committee chairperson and the Treasurer to ensure that this gets done. (Amended 02/2011)

3. Release of Chapter Membership Information:

Information about Chapter members will not be released for general commercial use. The Chapter’s membership committee chairperson will create a chapter directory from the IIA membership download on an annual basis, and the Directory will be distributed only to Chapter members, and as required by The Institute, by posting the directory on the Chapter’s “member-only” website area. The directory will contain a statement as to its purpose which prohibits other uses. The Chapter President must approve all distributions of the Chapter mailing list to outside parties. In general, distribution will be restricted to other professional organizations that have a goal in common with the Austin Chapter: to promote the advancement of auditing and related professions. (Amended 03/1994) (Amended 02/2011)

4. Electronic Communications:

It is the desire of the Chapter leadership to reduce the Chapter’s expenses relating to communicating with its members. Therefore, the Chapter’s website will be the primary source of all Chapter information. This includes, but is not limited to, information about Chapter and other organizations’ functions, Chapter organization and contacts, and job postings. The Chapter’s list-server listing and other e-mail communications shall be reserved for items that require immediate communication to Chapter members such as emergency items, meeting notices, etc. The Chapter President will
establish guidelines to determine if the item in question should be placed on the Chapter website. The Chapter webmaster will establish a method of receiving and posting information from Chapter officers and committee chairs. The “members only” section of the Chapter website will be used to hold, at a minimum, the Chapter’s Bylaws and Policies, planning documents, financial documents, minutes from meetings, and historical documents. Chapter membership will be reminded that they should check the website regularly for the most current information. (Amended 09/2002) (Amended 02/2011)

5. Board Endorsement of IIA Nominations:

It is the desire of the Chapter leadership to support the nomination of Chapter members to IIA leadership positions. Because a member’s nomination carries more “weight” if a Chapter’s Board of Governors supports the nomination, nomination of a member who has demonstrated leadership characteristics at the local level may be supported by a majority vote of the Board members present. If passed, the Chapter President will prepare and sign a nomination form, indicating that the Chapter’s Board of Governors endorses the nomination. (Adopted 06/2005)

6. Records Retention:

It is the chapter policy to retain its records as required by:

- The federal and state laws and regulations
- The IIA headquarters requirements
- The Chapter Continuing Professional Education (CPE) sponsors' requirements.

As such, the Chapter’s Secretary shall:

- Maintain the Chapter’s Records Retention Schedule (Schedule) and update it as the Chapter strives to grow its value and mission.
- The Schedule must clearly disclose the CPE sponsor’s program records retention periods.
- Retain vital records (electronic/hard copies) that are related to the Chapter’s business, including, but not limited to:
  - The Chapter’s Corporate Charter and related corporate records
  - The Chapter’s IIA Charter and related records
  - The Chapter’s IRS-related records
  - The Chapter’s CPE program records
  - The Chapter’s meeting agendas and minutes
  - The Chapter’s financial records.
- Store the Chapter’s vital records in a safe and secured location or facility.
- Make records available for its members, headquarters, and sponsors at all times.
- Develop a secure records disposal process that must be in compliance with applicable federal and state laws, and the IIA headquarter related policies and processes.

The Schedule must be updated to remain current at all times. (Adopted 03/2006) (Amended 02/2011)

7. Financial & Planning Policies:

The Chapter is incorporated in the State of Texas as a non-profit corporation. In addition, the Chapter is considered a tax-exempt Business League under Internal Revenue Code Section 501 (c) 6. The Board’s fiduciary duties are to:
(1) maintain tax-exempt status;
(2) use Chapter funds to serve the general membership and/or the internal auditing profession; and
(3) manage the Chapter’s cash position effectively.

The purpose of the Chapter’s financial policies is to provide essential guidance on how to achieve the Board’s fiduciary duties. The following sections (A through I) relate to the Chapter’s financial policies and guidelines for administering Chapter funds. (Adopted 06/2005) (Amended 02/2011)

A. Planning & Reporting Process

1. The Chapter’s Long-Term Financial Plan sets the Chapter’s Long-Term (20 years) Operations, Funding, and Investment Plan. It includes the Chapter’s mission and vision, and provides the main avenues and strategies for funding, as well as an investment and spending strategy for the Chapter’s operations. The Plan will be reviewed every 10 years by the Chapter’s Board and updated as necessary. (Adopted 02/2011)

2. Strategic & Long Range Plan: The Officers shall prepare the Three Year Long-Range Plan. This Plan shall address the Chapter’s program goals. Upon approval by the Board of Governors, the Plan shall be reported to the Chapter membership and shall be submitted to the IIA headquarters annually by the deadline set by headquarters.. (Adopted 06/2005) (Amended 02/2011)

3. Annual Plan, Operations Plan, and Budget: The Officers annually shall prepare the Goals and Objectives document (the Chapter’s Annual Plan), which states the programs, activities, and services (and related financial requirements) offered to members in the current Fiscal year, using the IIA’s prescribed format. (Amended 02/2011)

The VP for CPE shall prepare the Chapter’s Operations Plan, a listing of the current Fiscal Year’s seminar and luncheon topics, along with dates and number of CPE hours to be awarded for each event. The Operations Plan should be consistent with the Goals and Objectives and should ensure that the Chapter’s CPE sponsor’s guidelines are met. (Amended 02/2011)

The Treasurer, in coordination with the President, shall prepare the Budget, which states the anticipated revenue and expenses. The Budget should be consistent with the Goals and Objectives and should provide adequate funding for the proposed programs, activities, and services, and any required capital expenditures. (Amended 02/2011)

Upon approval by the Board, the Goals and Objectives, the Budget and the Operations Plan shall be reported to the Chapter membership and shall be submitted to the IIA headquarters by the deadline set by headquarters. (Adopted 06/2005) (Amended 02/2011)

4. Financial Reporting: The Treasurer shall prepare a monthly financial summary, including a report of seminar and/or luncheon revenues and expenses, a checking account transaction listing, and a comparison of budgeted to actual expenses and submit them to the Chapter’s President within 5 days after the end of each month. (Amended 02/2011)

The Treasurer shall prepare a quarterly financial report within 2 weeks of the quarter-end and shall distribute it electronically to the Board prior to the next scheduled BOG meeting. The quarterly financial report consists of the financial statements (including balance sheet and year-to-date budget performance report) and any notes regarding the Chapter’s financial
position. The Board shall review and accept the quarterly financial report at its next meeting. Upon acceptance by the Board, the quarterly financial report shall be marked “Unaudited” and made available to the Chapter membership. (Adopted 06/2005) (Amended 02/2011)

5. Annual Audit and Reporting: The out-going President shall prepare an Annual Report on Goals and Objectives and make it available to the Chapter membership prior to the end of his/her term.

Immediately following the start of the new fiscal year, the current President shall recruit a member that will audit the financial statements following each Chapter year. The member auditing the financial statements: shall not be a member of the Board during the year audited; shall be familiar with Chapter activities; and shall have access to prior audits, bank statements and accounting software the Chapter maintains. Arrangements should be made so that the audit is completed in time to meet the deadline set by IIA headquarters for submission of the Annual Statement of Revenue and Expenses.

Upon completion of the audit, the Treasurer shall submit the Annual Statement of Revenue & Expenses to the IIA headquarters by the deadline set by headquarters, and shall make the Annual Report available to the Chapter membership. The Treasurer shall also file all IRS reports on time and provide copies of those reports to the BOG at their next meeting. The President should make a copy of the audit report and audited financial statements available to the membership. (Adopted 06/2005) (Amended 02/2011)

B. Management of Fund Balances

1. Classification of Chapter Funds: The Chapter shall create and maintain separate accounts for funds. Chapter funds shall be classified as follows:
   - Current operating funds - Funds required by the approved budget to cover Chapter activities during the current fiscal year.
   - Restricted funds - Funds for approved special projects in the current year or as part of a strategic plan.
   - Contingency reserve - Funds reserved for unforeseen events as described below.
   - Unallocated funds - Funds not currently identified in the above categories. (Adopted 06/2005)

2. Ending Balances in Current Operating Funds: Current operating funds are maintained in checking and money market accounts to ensure liquidity. Throughout the year, the Treasurer will monitor the balances in the current operating funds and will attempt to maintain a recommended minimum balance at all times.

   The recommended minimum balance is equal to 15% of the expenses in the most recently approved budget. If the cash balance dips below the recommended minimum balance during any quarter, the Treasurer shall advise the Board at the next Board meeting. (Adopted 06/2005)

3. Contingency Reserve: The Chapter will keep a minimum amount in reserve for unforeseen events at all times.

   The required minimum balance in the contingency reserve is equal to 25% of the expenses in the most recently approved budget. This amount may be in the form of a Certificate of Deposit
(CD), which will follow the guidelines in the Investment Policy. Board approval is required before dipping into the contingency reserve. (Adopted 06/2005)

4. Unallocated Funds: The Board shall annually evaluate the amount in unallocated funds. If needed, the Board may consider applying unallocated funds to upcoming operating expenses, increasing the contingency reserve, allocating the unallocated funds to special projects in a restricted fund, and returning unallocated funds to the membership in the form of services and benefits, in accordance with the guidance in the IIA Chapter Manual. (Adopted 06/2005)

5. Investment Policy: With Board approval, unallocated funds, restricted funds, and contingency reserves may be invested in Certificates of Deposits to obtain better rates of return. Investments shall be made with the primary objectives of:

(1) maintenance of sufficient liquidity to meet operating needs; and
(2) protection of principal.

Guidelines for investments include:

- The Board must approve any investments the Chapter makes. Note: Balances in checking accounts and money markets are not considered investments.
- Investments will be limited to Certificates of Deposit (CDs) at FDIC-insured institutions.
- The Board should take into account monthly expenditures and long-range plans in authorizing the purchase of CDs and determining maturity dates.
- Article 10 Section 3 of the Chapter Bylaws, which requires 2 signatures, will apply to any purchase of CDs or cashing in CDs.
- The Treasurer should consider obtaining multiple CDs at various intervals rather than investing all funds in one CD.
- Chapter Treasurer will keep Board informed of maturity dates. Prior to maturity, the Board will either approve roll-over for same or different maturity.
- Board must approve any early cashing in of a CD. (Adopted 06/2005)

C. Debt Policy

1. Debt intended to be carried for a term longer than six months requires Board approval and should be paid according to terms of the agreement. (Adopted 06/2005)

D. Guidelines for Expenses

1. Routine Operational Expenses: Routine operational expenses are authorized in the approved budget. In addition, routine operational expense should be paid by the due date if one applies or within 30 days of receiving an invoice or receipt for reimbursement. (Adopted 06/2005)

2. Travel Expenses: Chapter members may be reimbursed at the rate allowed by the IRS for mileage plus actual meals and lodging expenses when traveling out of town on Chapter business approved in the budget. Members should make every effort to incur the lowest travel cost available (such as coach airfare, low budget car rental, sharing transportation when possible).

Travel advances are allowed at the best estimated cost. A promissory note must be signed by the traveler and chapter Treasurer or President for the amount of the advance. The traveler must present a Reconciliation of Expenses Form and settle differences with the Treasurer within 30 days of returning from the trip. (Adopted 06/2005) (Amended 02/2011)
3. Unbudgeted Spending Decisions: In the event operating expenses exceed the budgeted amount, the Chapter President shall have the authority to allow individual line item expenses to exceed 15% of the budgeted amount prior to getting Board approval for additional funding for that budget line item. Board approval is required for any spending proposals that were not anticipated in the annual budget. The resources for any such unbudgeted spending decision shall derive from the Chapter’s unallocated funds. The Board shall consider the following factors in deciding whether to approve the proposed spending:

- The degree of alignment between the proposed spending and the Chapter’s purpose;
- The extent to which the proposed spending contributes to the current or future strategic plans of the Chapter;
- Anticipated need for special event(s) or expenditure(s);
- The cost/benefit of the proposed spending in comparison to other fund options (make the expenditure, invest the funds, or hold the funds in reserve); and
- Whether the proposed spending provides needed resources for Chapter membership; and
- Whether the proposed spending is self-supporting. (Adopted 06/2005) (Amended 02/2011)

4. Bad Debt: After 120 days, an unpaid invoice is considered uncollectible and is treated as bad debt. Additional guidance on bad debt includes:

a. Individuals: Bad debt under $25 from an individual member may be written off without Board approval. In the future, the individual whose account has been written off must pay in advance or at the event.

   b. Employers: Bad debt from an employer may not be written off without Board approval. (Adopted 06/2005) (Amended 02/2011)

5. Disputes: Disputes shall be resolved by the Treasurer and, if needed, the Chapter President. (Adopted 06/2005)

E. Guidelines for Revenue

1. Luncheons: The main intent of the luncheons is to provide quality continuing education to members for a reasonable price. During the annual budget process, member fees for luncheons shall be set to an amount equal to or above the per person costs to the Chapter. Non-member fees should be set to at least $3 over the non-member fee. (Adopted 06/2005) (Amended 02/2011)

2. Seminars: The main intent of Chapter seminars is also to provide quality continuing education to members at a reasonable price. During the annual budget process, member fees for seminars should be set to an amount that is considered reasonable when compared to seminars with similar topics/ time frames/speakers held by other local entities. (Adopted 06/2005) (Amended 02/2011)

3. Conferences: Possibilities for conferences can be set with IIA Headquarters or other organizations. Each fiscal year, the Chapter’s Ad-Hoc Committee on Conferences should study the possibilities for conferences and report results to the Board. (Adopted 06/2005) (Amended 02/2011)

4. Social Events: The main intent of Chapter social events is to give back to the membership by providing an opportunity for networking. An annual budget for social events should be
recommended by the Hospitality Committee or a special event committee and incorporated into the annual Budget process. (Adopted 06/2005) (Amended 02/2011)

5. Charity: Donations collected in the name of a charity should be considered pass-through funds, which are not held by the Chapter. (Adopted 06/2005)

6. Accounts Receivable: Invoices should be issued within one week of the event for which the revenue was earned. Follow-up notices should be sent at 30-day, 60-day, and 90-day intervals. At intervals over 30 days and 60 days, the treasurer or his designee should call the debtor to request payment. After 120 days, an unpaid invoice should be handled in accordance with item D.4 (Bad Debt) above. (Adopted 06/2005) (Amended 02/2011)

7. Disputes: Disputes shall be resolved by the Treasurer and, if needed, the Chapter President. (Adopted 06/2005)

F. Membership Incentives: The Membership Committee should consider incentives to increase membership on an annual basis and should request funds through the annual budget process. (Adopted 06/2005) (Amended 02/2011)

Membership Dues Supplement

The purpose of this program is to provide an incentive for potential members to attain membership in the Institute with a reduced cash outlay for the first year of membership. Upon verification and approval of a prospective member’s eligibility by the Chapter’s Membership Committee, the Chapter will contribute $50 for each regular membership and 50% of the Educator or Student membership annual dues. It is not the intent of the Austin Chapter to provide a supplement for sustaining Organizations, Audit Group memberships, or those eligible for other discounts/waivers provided by the Institute.

To be considered for eligibility, the candidate must submit to the Austin Chapter Membership Committee a completed application and a check or other form of acceptable payment for the current membership dues and applicable application fees less the amount of the authorized Chapter supplement. Payment due shall be made to the Institute of Internal Auditors with the Austin Chapter providing additional funds for the supplement. This revision to the program shall become effective September 4, 2003 and will remain in effect until amended by the Austin Chapter Board of Governors.

NOTE: to be eligible, the application form and applicable duties and fees must be presented to the Austin Chapter Membership Committee for processing. Some examples of how this supplement will work are listed below. (Amended 09/03)

Example #1

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Staff Dues</td>
<td>$115.00</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Total Due</td>
<td>$140.00</td>
</tr>
<tr>
<td>Less Supplement</td>
<td>$50.00</td>
</tr>
<tr>
<td>Amount Due w/application</td>
<td>$90.00</td>
</tr>
</tbody>
</table>
Example #2

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Dues</td>
<td>$30.00</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Supplement</td>
<td>$15.00</td>
</tr>
<tr>
<td>Amount Due With Application</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

G. Monthly Meetings, Seminars & Banquets

1. Monthly Meeting, Seminar and Banquet Speakers: The speakers for the Chapter’s monthly meetings, seminars, and the Chapter’s annual banquet are considered guests of the Chapter. Therefore, if acceptable to the speaker, the Chapter will pay for the cost of their meal. The cost of the meal will be charged to the meeting or seminar expense budget item.

   The cost of the speaker shall be limited to $500 per luncheon and/or banquet, and $2500 per full-day seminar. If a speaker does not charge the Chapter a fee, the Chapter will present each unpaid speaker with a gift, as authorized in the budget. The cost of the gift will be limited to $25 and will be charged to the meeting or seminar expense budget item. (Amended 9/2002)

2. Member Cost Differential: Prices for all Chapter functions which include continuing education credit will include a non-member cost differential. The recommended differential is $10 for a one-hour seminar and $20 for a seminar lasting two or more hours. The Board will set the price for all luncheons and seminars, as well as the cost differential as part of the annual budget process.

   Individuals are eligible for the member price by maintaining current membership, submitting a complete membership application to the Chapter, or by being employed by an employer with an IIA Group Membership. (Amended 03/1994) (Amended 02/2011)

3. Registration Fees – Attendees at Chapter functions where CPE hours is being offered are paying for the CPE hours (this includes Chapter luncheons were meals are offered as part of the function.) Therefore, anyone attending such an event is responsible for the registration fee and cannot expect to attend the event without paying (Example: An attendee cannot state that they don’t have to pay because they will not be eating.)

   An exception to this will be that the Chapter’s VP for CPE and Treasurer will be allowed to attend and receive CPE hours without being charged a registration fee because they are expected to perform valuable Chapter functions while at the function. In addition, the Chapter President, President-elect, and Secretary will not be charged a registration fee for all Chapter luncheon meetings because they are expected to perform valuable Chapter functions while at the luncheon meetings. (Amended 03/2010) (Amended 02/2011)

4. Reservation Cancellation: This policy applies to any function sponsored by the Chapter. If an individual makes a reservation, and subsequently does not attend the function, and does not cancel the reservation prior to the event reservation deadline, then that individual (hereafter referred to as a “no show”) will be billed for the actual individual costs incurred by the Chapter for that event. “No shows” who send another individual to substitute for the reservation will not be billed.

   Payment by a “no show” must be received by the Chapter Treasurer within 45 days of the billing date. If payment is not received during the allotted time, then the “no show” will not be permitted to make another reservation for, nor attend a chapter sponsored function, on a credit
basis, until evidence is shown to the Chapter Treasurer that the “no show” is making a reasonable effort to make payment (i.e., copy of a purchase voucher, etc.) or the account is settled. However, if during the 45 days, a “no show” becomes a “no show” for a second time, then that individual will not be permitted to make a reservation for, nor attend another chapter function, on a credit basis, until all debt is paid in full. The Chapter Treasurer will notify the reservation coordinator of individuals in bad standing at least 10 days prior to each chapter function. (Amended 03/1994) (Amended 02/2011)

H. Newsletter and Website, Advertisements

The Chapter allows paid advertisements in the Chapter’s monthly newsletter, website, and the Chapter directory. The recommended price guidelines are as follows:

Annual website sponsorship ad - $1,000, to run down the side of the main web page, or in a suitable location as determined by the Chapter’s webmaster.

Newsletter Advertisements (the ad will run in the newsletter over a two month period):

- 1/8 of page: $50
- 1/4 of page: $100
- 1/2 of page: $200
- Full page: $400

The webpage/newsletter will include a disclaimer, the wording of which will be left up to the webmaster and/or Editor informing readers that the Chapter does not support or endorse the services of an advertiser.

Job announcements are not considered advertisements for this purpose. (Amended 03/1994 & 03/2009) (Amended 02/2011)

I. Bank Reconciliations

The purpose of this policy is to ensure that appropriate internal controls over the Chapter funds are addressed and to clarify the bank reconciliation responsibilities.

1. The Chapter President will appoint a chapter member in good standing, to complete monthly reconciliations for all Austin Chapter IIA bank accounts.

2. Bank statements will be received by the Chapter President or his/her designee, but not by the Treasurer or Audit Committee members.

3. Bank statements will be delivered unopened to the Chapter member responsible for the monthly bank reconciliations.

4. The results of such reconciliations shall be delivered to the Chapter President and to the Treasurer, and will be made a part of the monthly Treasurer's report. (Adopted 10/1989)
8. **Refund Policy:**

Cancellations for Chapter luncheon or seminar registrations received before the event registration deadline will not be billed and any prepaid registration amount will be fully refunded. Refunds will only include the amounts prepaid by the registrant.

Cancellations for Chapter luncheon or seminar registrations received after the event registration deadline will be billed and any prepaid registration amount will not be refunded.

Refunds only include the luncheon or seminar registration amount advertised by the Austin Chapter of the Institute of Internal Auditors (Chapter) for its educational and group-live offerings. (Amended 02/2011)

9. **Elections, Chapter Succession, & IIA Leadership Academy**

A Chapter succession of officers is recommended as follows:

Chapter Officers require experience as a Chapter Committee Chair or Member for at least two years, with the exception of the Treasurer who shall demonstrate to the Nominations Chair that they have experience with non-profit accounting and the use of Quickbooks Pro or Quickbooks.

The VP for CPE shall move up to the President-elect position in the FY following their term as VP for CPE. The President-elect will become the Chapter President in the FY following their term as President-elect (per Chapter bylaws).

Nominations for Chapter offices should be gathered between the January and February Chapter meetings.

Elections will take place in the two-weeks prior to the Chapter's March luncheon meeting and the results will be announced at the Chapter's March luncheon meeting.

Immediately following the elections, the Chapter’s succession report should be filed with IIA headquarters and the Chapter’s incoming President and President-elect should be registered for the IIA’s Leadership Academy. In the event that one or the other cannot attend, the BOG will be responsible for naming a substitute.

Travel and registration costs will be paid for the Chapter and travel advances are available according to policy D.2. above. (Amended 02/2011)

10. **IIA Headquarters Committee Members**

It is the intent of the Chapter’s Board to provide assistance to help fund travel to IIA Headquarters Committee meetings for those Chapter members who are serving on such committees. Subject to approval of the Board each fiscal year, International Committee Members (ICM) who are also members of the Austin Chapter may co-sponsor Chapter event(s) by volunteering as speakers or by obtaining speakers (i.e., seminars and/or luncheons). The number, type, topics and length of events proposed by ICMs are subject to annual consideration by the Board. The ICMs’ proposal of event(s) should be submitted to the Board by September 1 each year for approval and inclusion in the Chapter’s fiscal year budget. In the event ICM co-sponsored events are approved and held, the Chapter shall retain 20% of profits (net of Chapter expenses) from ICM co-sponsored events, and 80% of profits shall be transferred to the Chapter’s separate ICM Fund. Such funds will be held in a
reserved fund balance separate from the Chapter’s operating funds (ICM Fund). The ICM Fund is intended to be a secondary source to any other funding assistance provided to an ICM.

ICM Reimbursement Policies:

a) ICMs should submit a forecast of their expected travel expenses (net of expected employer or other reimbursement) by September 1 each year for consideration by the Board and for inclusion the approved Chapter budget. Funds will be distributed equitably based on requests received by September 1 each year.

b) The Chapter President, or designee, may approve reimbursement requests for payment that were projected and already included in the Chapter’s approved budget. Reimbursement requests included in the approved forecast should be considered for approval and payment within 30 days of receipt of the request.

c) Eligibility for reimbursement of un-projected or unbudgeted requests will be considered by the Board on a case-by-case basis as described in Section 7.D.3., Unbudgeted Spending Decisions, of these policies and procedures.

d) Unused and unclaimed amounts remaining in the ICM Fund at fiscal-year end will carry over for inclusion in the Chapter’s subsequent fiscal year ICM Fund beginning balance.

e) No ICM fund reimbursements shall be made:
   - in excess of actual expenses incurred by an ICM for travel to an event sponsored by IIA headquarters related to ICM duties;
   - for meals;
   - for expenses reimbursable by an ICM’s employer, or other source;
   - for expenses incurred for travel to an ICM-related meeting occurring at the same location or event where the ICM is also a paid speaker or facilitator. Expenses may be reimbursable pro-rata for “unpaid” days at the event;
   - for hotel room upgrades, additional guests in rooms, or incidental charges;

f) Reimbursable expenses include:
   - Hotel, reimbursed at rates for the ICM member only, at, or in reasonable proximity to the meeting location.
   - Transportation to the event (airfare at the best available rate as evidenced by documentation researched at least 21 days in advance); or vehicle mileage (reimbursed at the IRS business mileage rate in force at the time), or whichever is less.
   - Ground transportation (i.e., taxi or shuttle) from airport to/from hotel and/or event location.

If applicable, ICMs must request reimbursement from their employer, or other applicable source, prior to requesting reimbursement from the Chapter’s ICM Fund. Copies of receipts for actual incurred travel expenses should be submitted with each reimbursement request.

(Adopted 02/2011) (Amended 11/2012)

This version incorporates all changes through November 13, 2012.