

# Region 35

Schaumburg Education Association  
Schaumburg Educational Employees Organization

## Financial Policies to Remember

### Region 35 Financial Policy:

- All vouchers for reimbursement shall be submitted to the Region Treasurer within thirty (30) days following the expense being incurred.
- Any expenses that do not fall within the guidelines of the Region 35 Financial Policies are subject to review and/or rejection by the Region Council

### Registration:

- Include Conference Registration receipt stating payment completed.

### Hotel:

- The Region covers the cost of hotel based on double occupancy (unique situations may be discussed in advance).
- It is recommended that you tip \$1 per bag brought to your Hotel room (if applicable) and \$2 per day for hotel cleaning service. These tips can be vouchered.

### Travel:

- Check with the Region Chair to see what type of travel will be approved for reimbursement.
- Include public transportation receipts (e.g., flight, checked bag, taxi, bus, train).
- Tips for travel should be documented on the receipt.

### Meals:

- When purchasing meals, please try to stay within the \$12/breakfast, \$20/lunch and \$40/dinner meal limits.
- Tips for meals should be documented with the meal receipt and are limited to 20%.
- Alcohol is not able to be vouchered and is considered to be an out of pocket expense. It should be deducted from your receipt total.
- If meals are provided at the conference but you want something other than what is provided on these days it will be considered an out of pocket expense and is not able to be vouchered for reimbursement.
- Any reimbursement for meals purchased for others the Region is sending to the same conference must include a list of those who participated in the meal. Past practice is to write the names on the back of the receipts.

### Other:

- All expenses must have a receipt.
- You must have original receipts which document the actual date, actual vendor and actual detail of what was purchased. A copy of a credit/debit card statement is **NOT** acceptable.
- Any reimbursement activities pertaining to the conference (e.g., flight/travel, hotel, meals, etc.) purchased for self and others must include a list of those who participated in the activity.
- **NO DUES DOLLARS CAN EVER BE USED FOR THE FUND FOR CHILDREN AND PUBLIC EDUCATION (FCPE) if you donate while at a IEA or NEA conference**



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**\*\*Please keep a copy of your completed expense report & receipts for your records.**

Name: \_\_\_\_\_ Base School: \_\_\_\_\_

Date	Event	Mileage @IRS Rate		Tolls	Parking	Public Transportation	Breakfast	Lunch	Dinner	Hotel Charge	Other/ Miscellaneous	Line Total
		Miles	Amount									
Total Charges												

Date Received	_____
Voucher #	_____
Check #	_____
Amount	_____
Line Item #	_____
Date Sent	_____
(to be completed by the Treasurer)	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send to Kara Zielinski at Enders-Salk School.

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**\*\*Please print off for each day of the conference and  
tape/staple receipts for corresponding date to this form.**

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Public Transportation \_\_\_\_\_  
Breakfast \_\_\_\_\_  
Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_

Tips \_\_\_\_\_  
Hotel \_\_\_\_\_  
Parking \_\_\_\_\_  
Registration \_\_\_\_\_

**Total Expenses for Today:** \_\_\_\_\_