

HR Florida State Council, Inc.
Council Reimbursement Guidelines

	Quarterly Council Meetings	Leadership Conference/Student Games	State Conference	State Conference Team Meetings	Legislative Conference	SHRM Leadership Conference
Chapter Presidents	<ul style="list-style-type: none"> • 1 hotel night • 1 additional night if one-way travel is over 175 miles • Travel to meeting (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max – with receipt) if one-way travel is over 175 miles 	<p style="text-align: center;">Complimentary Registration</p> <p>No expenses are reimbursed for attending this Conference</p>	<p style="text-align: center;">Complimentary Registration</p> <p>No expenses are reimbursed for attending this Conference</p>	N/A	<p style="text-align: center;">Complimentary Registration</p> <p>1 hotel night</p>	N/A
District Directors	<ul style="list-style-type: none"> • 1 hotel night • 1 additional night if one-way travel is over 175 miles • Travel to meeting (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max – with receipt) if one-way travel is over 175 miles 	<ul style="list-style-type: none"> • Hotel nights for required stay (generally includes night before conference and night of conference). Total combined nights for council meeting and leadership conference will not exceed 3 nights • Travel to conference (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max – with receipt) if one-way travel is over 175 miles • Meals during conference will be provided 	<p style="text-align: center;">Complimentary Registration</p> <p>No expenses are reimbursed for attending Conference</p>	N/A	<p style="text-align: center;">Complimentary Registration</p> <p>1 hotel night</p>	<ul style="list-style-type: none"> • Airfare • Parking • Mileage • Meals when not provided by SHRM

All expenses must be submitted within 60 days.

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Guidelines**

	Quarterly Council Meetings	Leadership Conference/Student Games	State Conference	State Conference Team Meetings	Legislative Conference	SHRM Leadership Conference
Core Leadership Area (CLA) Directors	<ul style="list-style-type: none"> • 1 hotel night • 1 additional night if one-way travel is over 175 miles • Travel to meeting (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max – with receipt) if one-way travel is over 175 miles 	<p>Complimentary Registration</p> <p>Expenses will be reimbursed based on the required responsibilities during the event as outlined by the EC.</p>	<p>Complimentary Registration</p> <p>Expenses will be reimbursed based on the required responsibilities during the event, as outlined by the EC.</p>	N/A	<p>Complimentary Registration</p> <p>Expenses will be reimbursed based on the required responsibilities during the event, as outlined by the EC.</p>	<p>Complimentary registration as provided by SHRM.</p> <p>Travel covered for those positions invited to attend by SHRM.</p>
Council Services Directors	<ul style="list-style-type: none"> • 1 hotel night • 1 additional night if one-way travel is over 175 miles • Travel to meeting (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max – with receipt) if one-way travel is over 175 miles 	<p>Complimentary Registration</p> <p>Expenses will be reimbursed based on the required responsibilities during the event as outlined by the EC.</p>	<p>Complimentary Registration</p> <p>Expenses will be reimbursed based on the required responsibilities during the event, as outlined by the EC.</p>	N/A	<p>Complimentary Registration</p> <p>No expenses are reimbursed for attending this Conference</p>	N/A
Chapter President-Elects	<ul style="list-style-type: none"> • 1 hotel night • 1 additional night if one-way travel is over 175 miles 	<p>Complimentary Registration</p> <p>No expenses are reimbursed for attending this Conference</p>	<p>No expenses are reimbursed for attending this Conference</p>	N/A	<p>Complimentary Registration</p> <p>No expenses are reimbursed for attending this Conference</p>	N/A

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	Quarterly Council Meetings	Leadership Conference/Student Games	State Conference	State Conference Team Meetings	Day on the Hill	SHRM Leadership Conference
State Conference Team Members	N/A	N/A	<ul style="list-style-type: none"> • Required hotel nights • Travel to conference (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max - with receipt) if one-way travel is over 175 miles • Meals during conference will be provided 	<ul style="list-style-type: none"> • 1 hotel night if one-way travel is over 175 miles • Travel to meeting (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max – with receipt) if one-way travel is over 175 miles 	N/A	N/A
Chapter Legislative Affairs Director	N/A	<p style="text-align: center;">Complimentary Registration</p> <p>No expenses are reimbursed for attending this Conference</p>	No expenses are reimbursed for attending this Conference	N/A	<p style="text-align: center;">Complimentary Registration</p> <p>1 hotel night</p>	N/A
Students	N/A	<ul style="list-style-type: none"> • 1 Hotel night (double occupancy) • 1 additional night if one-way travel is over 175 miles • Travel to meeting (air, mileage or rental car) • 1 reasonable meal each way (\$25.00 max – with receipt) if one-way travel is over 175 miles 	No expenses are reimbursed for attending this Conference	N/A	<p style="text-align: center;">Complimentary Registration</p>	N/A

All expenses must be submitted within 60 days.

These guidelines have been provided to offer assistance, but also were written to allow for latitude in the application as individual circumstances or the needs of our Council warrant. To the extent allowed by governing bylaws, HR Florida reserves the right to modify, suspend, revoke or make exceptions to these guidelines to meet its business needs. Nothing in these guidelines should be construed as implying or giving rise to any kind of contractual relationship.

All Council expenses should be accounted for on HR Florida forms and are expected to be submitted within 60 days of the event. Reimbursement for Council-related expenses will occur only upon receipt of properly completed expense reports that include supporting receipts and required approvals.

The Council will reimburse for budgeted expenses incurred in the course of conducting council business, including reasonable transportation.

- HR Florida reimburses based on the self-park rate, unless given prior approval by the Treasurer.
- HR Florida reimburses up to \$10.00 per day for incidentals, which are defined as tips, baggage handling, etc.
- Travelers will be held responsible and will not be reimbursed for “no show” charges.
- Travelers should make reservations as early as possible to take advantage of advance purchase discounts.
- Volunteers are expected to travel using the most economical means possible and coordinate travel with other volunteers when possible.

Substitutions of other chapter board members are allowed with notification to the Treasurer, on expense report.

Please contact the Council Treasurer, treasurer@hrflorida.org, with any questions.

All expenses must be submitted within 60 days.