



## ISACS Reimbursement Policy: Board & Committee Meetings Updated August 29, 2019

ISACS values the work of its volunteers and, to facilitate participation, pays expenses for travel, lodging, associated meals, and incidental expenses in many cases, outlined below. If your special circumstances make some aspect of these policies challenging, please contact Jacob Isaac, ISACS Director of Technology & Manager of Programs, at [jacob@isacs.org](mailto:jacob@isacs.org) to discuss adjustments.

### Expenses Associated with Professional Development Events

Board and committee members are asked to attend, at school expense, related professional development events to which meetings are attached: PSC, ASC, and E&J, attending the Annual Conference; ASC, the Academy for Division Heads; E&J, the Diversity Summit (every other year); PSC, the planned workshop prior to meeting. Expenses the school covers include registration fees, travel, related meals, and incidentals. If committee members are not able to attend the related PD event but plan to attend the committee meeting, please inform Jacob Isaac and other arrangements will be made.

### Accreditation Review Committee (ARC)

Given the extensive time and travel required of ARC members, ISACS reimburses travel, lodging, and related meals for all members including heads (not including incidentals). See guidelines for each type in the sections below. The only exception is the January meeting, held in conjunction with the Heads Conference, when ISACS will cover lodging for up to two nights at the conference hotel (Monday and/or Tuesday night) for all ARC members including heads of school. If you are unable to attend the Heads Conference but still plan to attend the ARC meeting, please inform Jacob Isaac and other arrangements will be made.

### Heads and Other Volunteers

ISACS asks that each school cover the head's travel, lodging, related meals, and incidentals with exception of expenses related to service on the ARC. For all other volunteers, ISACS reimburses travel, lodging, and related meals expenses for board and committee services (not including incidentals). See guidelines for each type in the sections below.

### Travel

Volunteers are asked to make their own travel arrangements. When possible, plans should be made to travel in and out on the same day, avoiding a lodging expense.

**By air.** Airfare should be coach class, researched and booked well in advance to get the lowest rates. Reimbursement will not cover fees for early check-in, baggage (as all meetings are only 1-2 days), travel insurance, or other travel amenities. Please note that Chicago's Midway Airport is serviced by Southwest, which often has the best fares from many ISACS cities.

**By car.** ISACS will reimburse mileage at the current IRS rate, tolls, and parking. If the cost of driving exceeds the cost of flying, please consult ISACS before planning to drive. If parking in downtown Chicago, please use a pre-paid parking app to reserve a spot at a relatively reasonable price.

**Ground transportation.** ISACS recommends public transportation for travel to/from the airport and train and bus stations, particularly in Chicago (CTA), where traffic can be congested. ISACS will provide public transportation, shuttle, and taxi options for each ISACS meeting. When traveling in Chicago from either airport, the cost of a cab should be \$40-\$50. Uber and Lyft service both Chicago airports. When traveling from home to your local airport, we suggest the use of a cab, Uber, Lyft, or economy parking. ISACS will not reimburse for car service.

### Meals

ISACS provides most meals during meetings. For meals needed immediately preceding and/or following a meeting, ISACS will reimburse up to \$10 for breakfast, \$20 for lunch, and \$35 for dinner.

### Lodging

If reasonable arrangements cannot be made from the participant's home city to the meeting location in time for the start of the meeting on the same day, ISACS will cover one night's stay at the pre-arranged hotel. ISACS asks that all participants stay at the pre-arranged hotel, as room blocks are procured for each event and ISACS bears the cost of unused rooms in the block. Should it be necessary to stay at another hotel, ISACS will reimburse at the rate of the pre-arranged hotel room block. ISACS may reserve your hotel room and pay the fee and tax directly or ask you to make your own reservations using a direct hotel link. ISACS does not cover hotel incidentals such as movies, Internet fees, or mini-bar.

**Requests for reimbursement should be made within 30 days of the meeting by submitting the ISACS request form with receipts to Jacob Isaac, Director of Technology & Manager of Programs, at [jacob@isacs.org](mailto:jacob@isacs.org).**

**Reminder that dates and times are subject to change. For the most up-to-date version of the Board & Committee Calendar and Reimbursement Packet, please visit [www.isacs.org/committees](http://www.isacs.org/committees) or [www.isacs.org/board](http://www.isacs.org/board).**

		Reimbursed/Provided by ISACS				
2019-20	In-person Meeting Dates	Airfare	Lodging	Meals	Payment	Notes
Board	<b>Thursday, October 3</b> 4:00-6:00 PM – *New Trustee Orientation 6:30-9:30 PM – Board & Committee Dinner  <b>Friday, October 4</b> 7:15-8:15 AM – Breakfast with the Board 8:30 AM-2:00 PM – Board Meeting	Yes, for non-heads only	Thursday, October 3  ISACS will make all room reservations at the pre-arranged hotel for those needing stays.	Dinner Breakfast Lunch	ISACS arranges and pays directly for room & tax for non-heads; schools pay for heads.	*New Trustee Orientation includes only new trustees and board chair.
	<b>Wednesday, November 6</b> 5:30-8:30 PM – Kentucky Heads & ISACS Board Dinner at Louisville Collegiate  <b>Thursday, November 7</b> 4:30-5:30 PM - Reception for ISACS Board & Committees, Heads of Schools, Teacher Representatives, and Diversity Practitioners at Louisville Marriott, Exhibitor Area	No	School covers.	Dinner Breakfast	Make hotel reservation in Annual Conference room block.	Dinner to thank Kentucky heads as hosts of Annual conference.
	<b>Tuesday, January 28</b> 6:30-9:30 PM – Board & ARC Dinner  <b>Wednesday, January 29</b> 9:30 AM-3:45 PM – Board Meeting	Yes, for non-heads only	Tuesday, January 28	Dinner Breakfast Lunch	Make hotel reservation in Heads Conference room block; ISACS arranges and pays for room & tax directly.	Dinner with ARC
	<b>Wednesday, April 29</b> 6:30-9:30 PM – Board & Committee Dinner  <b>Thursday, April 30</b> 8:30 AM-2:00 PM – Board Meeting	Yes, for non-heads only	Wednesday, April 29  ISACS will make all room reservations at the pre-arranged hotel for those needing stays.	Dinner Breakfast Lunch	ISACS arranges and pays for room & tax for non-heads directly; schools pay for heads.	Board & Committee Dinner
ARC	<b>Wednesday, October 2</b> 10:00 AM-5:00 PM – Committee Meeting 6:30-9:30 PM – ARC Dinner  <b>Thursday, October 3</b> 8:00 AM-12:00 PM – Committee Meeting	Yes	Up to two nights, (Tuesday and/or Wednesday)	Lunch Dinner Breakfast Lunch	ISACS arranges and pays for room & tax directly.	Meetings will take place at Near North Montessori due to PD in the ISACS Classroom.
	<b>Tuesday, January 28</b> 9:30 AM-4:30 PM – Committee Meeting 6:30-9:30 PM – Board & ARC Dinner	Yes, unless you are attending the ISACS Heads Conference.	Up to two nights (Mon. and/or Tues. - but only if attending the Heads Conference & staying for dinner)	Breakfast Lunch Dinner	Make hotel reservation in Heads Conference room block; ISACS pays room & tax directly.	Please notify Jacob if <i>not</i> attending the Heads Conference.
	<b>Tuesday, April 28</b> 9:30 AM-4:30 PM – Committee Meeting  <b>Wednesday, April 29</b> 6:30-9:30 PM – Board & Committee Dinner	Yes	One night, possibly more if attending the dinner on Wednesday night.	Breakfast Lunch – Dinner	ISACS arranges and pays for room & tax directly.	Please notify Jacob if you would like to stay and attend the Board & Committee Dinner.
	<b>Thursday, June 18</b> 10:30 AM-12:00 PM - New Member Orientation 12:00-5:00 PM – Committee Meeting 6:30-9:30 PM – ARC Dinner  <b>Friday, June 19</b> 9:00 AM-3:00 PM – Committee Meeting	Yes	Up to two nights, including Wednesday night, but only if you are unable to travel in time to arrive at the start of the meeting on Thursday morning.	Lunch Dinner Breakfast Lunch	ISACS arranges and pays for room & tax directly.	*Orientation for New Members of the ARC, includes only new members and committee chair

		Reimbursed/Provided by ISACS				
2019-20	In-person Meeting Dates	Airfare	Lodging	Meals	Payment	Notes
E&J	<b>Friday, November 8</b> 6:30-9:30 PM – E&J & PSC Dinner	*No	Friday, November 9	Dinner Breakfast	Make hotel reservation in Annual Conference room block. ISACS pays room & tax directly.	*Airfare will only be covered if you are <i>not</i> attending the Annual Conference.  Dinner with PSC
	<b>Saturday, November 9</b> 8:00-11:00 AM – Committee Meeting					
	<b>Wednesday, April 29</b> 11:15 AM-2:15 PM – Committee Meeting 6:30-9:30 PM – Board & Committee Dinner	Yes	Wednesday, April 29, if attending the Board & Committee Dinner	Lunch Dinner	ISACS arranges and pays for room & tax directly.	Board & Committee Dinner
ASC	<b>Wednesday, November 6</b> 1:00-4:00 PM – Committee Meeting 5:30-8:30 PM – ASC Dinner	*No	Wednesday, November 6, but only if you are <i>not</i> attending the Annual Conference and are attending the dinner	Lunch Dinner	Make reservation in Annual Conference room block; ISACS pays room & tax directly.	*Airfare will only be covered if you are <i>not</i> attending the Conference.
	<b>Wednesday, February 6</b> 12:00-4:00 PM – Committee Meeting	*No	School covers	Lunch Snack	Make reservation in Academy for Division Heads room block.	*Airfare will only be covered if you are <i>not</i> attending the Academy for Division Heads.
	<b>Friday, February 8</b> 2:15-3:45 PM – Committee Meeting					
	<b>Wednesday, April 29</b> 2:30-5:30 PM – Committee Meeting 6:30-9:30 PM – Board & Committee Dinner	Yes	Wednesday, April 29, if attending the Board & Committee Dinner	Snack Dinner	ISACS arranges and pays for room & tax directly.	Board & Committee Dinner
PSC	<b>Friday, November 8</b> 6:30-9:30 PM – PSC & E&J Dinner	*No	Friday, November 9	Dinner Lunch	Make hotel reservation in Annual Conference room block; ISACS pays room & tax directly.	*Airfare will only be covered if you are <i>not</i> attending the Annual Conference.  Dinner with E&J
	<b>Saturday, November 9</b> 11:15 AM-2:15 PM – Committee Meeting					
	<b>Friday, January 10</b> 6:30-9:30 PM – PSC Dinner	*No	Friday, January 10	Dinner Breakfast Lunch	ISACS arranges and pays for room & tax directly.	*Airfare will only be covered if you are <i>not</i> attending the ISACS workshop on 1/10
	<b>Saturday, January 11</b> 9:30 AM-2:30 PM – Committee Meeting					
	<b>Wednesday, April 29</b> 8:00-11:00 AM – Committee Meeting 6:30-9:30 PM – Board & Committee Dinner	Yes	Tuesday, April 28, and, if attending the Board & Committee Dinner, also Wednesday, April 29	Breakfast Dinner	ISACS arranges and pays for room & tax directly.	Board & Committee Dinner
Search Committee	<b>Thursday, October 3</b> 6:30-9:30 PM – Board & Committee Dinner	*Yes, for non-heads only	Thursday, October 3 and Friday, October 4 will be covered for all non-heads	Dinner Breakfast	ISACS arranges and pays for room & tax directly.	
	<b>Friday, October 4</b> 7:15-8:15 AM – Breakfast with the Board 3:00-6:30 PM – Search Committee 7:00-8:30 PM – Search Committee Dinner					

**Requests for reimbursement should be made within 30 days of the meeting by submitting the ISACS request form with receipts to Jacob Isaac, Director of Technology & Manager of Programs, at [jacob@isacs.org](mailto:jacob@isacs.org).**



**Independent Schools Association of the Central States**

**2019-20 Committee Expense Report and Request for**

**Reimbursement** *Please review ISACS reimbursement policies prior to submitting.*

**Please submit this form and receipts within 30 days of the meeting via regular mail, e-mail, or fax:**

ISACS  
55 West Wacker Drive, Suite 701  
Chicago, IL 60601

Email: [jacob@isacs.org](mailto:jacob@isacs.org)  
Phone: (312) 750-1190  
Fax: (312) 750-1193

**A. Please check the appropriate committee box(es):**

ASC:     Equity & Justice:     PSC:     ARC:     Board of Trustees:

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

Name: \_\_\_\_\_

School: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

**B. Transportation**

Air/Rail/Bus Fare (Coach Only) \$ \_\_\_\_\_

Taxi(s): \$ \_\_\_\_\_

Miles on Personal Auto: \_\_\_\_\_ (If flying is not an option) Total Miles at 58¢: \$ \_\_\_\_\_

Tolls Paid: \$ \_\_\_\_\_

Public Transportation/CTA/Ventra: \$ \_\_\_\_\_

Parking Paid: \$ \_\_\_\_\_

Other (specify): \$ \_\_\_\_\_

*Total Cost of Transportation:* \$ \_\_\_\_\_

**C. Hotel – ISACS will reimburse only the ISACS Group Rate at the pre-arranged hotel(s). Please contact ISACS if other accommodations were made.**

# of nights: \_\_\_\_\_ at \$ \_\_\_\_\_ per night\*

*Total Cost of Hotel:* \$ \_\_\_\_\_

\*This should typically be one night. If you need more than 1 night, please contact ISACS staff.

**D. Meals – Please include receipts for those meals eligible for reimbursement.**

*Total Cost of Meals* \$ \_\_\_\_\_

**Total of all categories (A, B, C, & D) due from ISACS:** \$ \_\_\_\_\_