



Volunteer Committee Reimbursement Policy: **(as of January 1, 2024)**

The American Chemical Society endeavors to increase and broaden volunteer attendance and service for committee meetings held during the ACS spring and fall meeting timeframe. To further this goal, the ACS provides financial support, under the conditions set forth below, for ordinary, necessary, and reasonable transportation, lodging, and meal expenses for committee volunteer members, associates, and consultants who request such support associated with their committee attendance and service. This policy for committee volunteers is to conform to the established Volunteer Committee Reimbursement Program to provide equitable reimbursement of all committee members while keeping travel expenses for ACS governance at a moderate and reasonable level.

The policy requires:

1. **Submitting a request for support.** This should take the form of the following statement:

"I wish to attend the next American Chemical Society Spring/Fall meeting. Because I shall be involved at the meeting with ACS business, including participation in the meeting of a committee which reports to Council in whole or in part, I request reimbursement through the committee's budget of that portion of my travel expenses necessary for committee business."

The statement shall be sent by the volunteer committee member, associate, or consultant to their respective committee staff liaison at least two weeks prior to the committee meeting.

2. **Filing of the completed ACS travel expense reimbursement voucher**, available from the ACS committee staff liaison, preferably within 30 days of the meeting.

Reimbursement is based on actual cost and covers transportation, lodging, and meal expenses which are ordinary, necessary, and reasonable to support the committee's normal course of business. Full expense documentation consistent with established ACS travel guidelines (for example, traveler's copy of rail or airline ticket, hotel bill, meal receipts, and taxi receipts) is required. This must be filed within 30 days of the meeting to receive reimbursement. Committee volunteers are encouraged to seek alternative sources (for example, their employer or grant) before requesting support from the Society or its units. Expenses reimbursed from another source are not eligible for reimbursement by ACS.

Reimbursement for attendance at the meeting of a committee that meets at times other than at ACS Spring/Fall meetings is determined by committee or ACS reimbursement policies.

AMENDMENTS

- A volunteer chair of a committee covered by this policy to attend the Council meeting once per year for the purpose of delivering the committee's oral report is eligible to be reimbursed at a rate of up to twice the amount set for volunteer committee members.
- A volunteer covered by this policy that (1) attends the spring meeting, (2) submits a reimbursement request for an amount less than the limit set for the spring meeting, and (3) subsequently attends the fall meeting, may accumulate the difference and apply it to the fall meeting, even though the total exceeds the limit set for the fall meeting. (8/2017)
- A volunteer covered by this policy, with multiple Council-related committee appointments that necessitate additional days of travel, is entitled to reimbursement of an additional night's expenses in excess of the limit set for that national meeting. (8/2017)

**REIMBURSEMENT SUMMARY
FOR VOLUNTEERS SERVING ON
COUNCIL-RELATED COMMITTEES**

	Members, Associates, and Consultants who are VOLUNTEERS
ACS Spring/Fall Meetings	
Transportation	Yes ¹
Lodging and Meals	
Committee and Subcommittee Sessions	Yes ²
Remainder of Spring/Fall Meeting	No
Spring/Fall Meeting Registration Fee	Yes ³
Council Meeting	No
Elsewhere	
Transportation	Yes ¹
Lodging and Meals	Yes ²
Maximum allowable Reimbursement ⁵	Spring - \$870 Fall- \$870 Accumulation permitted up to \$1740 annually ⁴

¹Transportation will be reimbursed on an actual cost basis for air in coach or rail (not to exceed the cost of air coach class). Use of a personal vehicle will be reimbursed at the Internal Revenue Service tax-deductible rate for mileage in excess of their normal commute, **provided total does not exceed the cost of air coach class.**

²Lodging will be reimbursed on an actual cost basis at the single room rate for arrival the night before the start of official meeting time. The incremental costs of a room shared with persons not on Society business are not reimbursed by ACS. The cost of meals including tips is reimbursable on an actual cost basis. The incremental costs of a meal shared with persons not on Society business are not reimbursed by ACS. Committee members may opt out of committee sponsored meal functions at their own expense, and proper notification is requested in advance.

³Registration fees are reimbursable under the Volunteer Committee Reimbursement Policy. If the committee member plans only to attend the meeting(s) of a committee, registration at the meeting is not required. Registration is necessary if technical sessions and the exposition will be attended.

⁴ A committee volunteer covered by this policy that (1) attends the spring meeting, (2) submits a reimbursement request for an amount less than the limit set for the spring meeting, and (3) subsequently attends the fall meeting, may accumulate the difference and apply it to the fall meeting, even though the total exceeds the limit set for the fall meeting.

The following committees will continue to observe their own reimbursement policy for Councilors and Non-Councilors that attend their meetings: Budget and Finance (B&F); Chemists with Disabilities (CWD); Education (SOCED); Professional Training (CPT); and Younger Chemists (YCC).

Committee Use Only / NOT FOR DISTRIBUTION