

SECRETARY AND GENERAL COUNSEL

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## MEMORANDUM

To: Councilors, Alternate Councilors, Temporary Councilors, Ex Officio Councilors,  
Secretaries and Treasurers of Local Sections and Divisions

From: Flint H. Lewis

Subject: Councilor Travel Reimbursement

This memorandum provides information regarding the Councilor Travel Reimbursement Program. It is sent to clarify program details and address some issues raised by Councilors in connection with the program guidelines and reimbursement form (which is also now available online at [www.acs.org/councilors](http://www.acs.org/councilors)), both of which accompany this memorandum.

Each division or local section determines whether or not it will participate in the reimbursement program and the amount of reimbursement it will provide to its Councilors. The national Society will: 1) contribute a portion of Councilor's travel cost only if the local section or division decides to participate and the Councilor attends the Council meeting, and 2) support up to 80% (up to \$1,454.00 for the spring meeting; \$2,908.00 for both spring and fall meetings) of the amount of eligible travel expenses **reimbursed by the local section or division**.

The American Chemical Society reimburses for actual (and reasonable) expenses only. Therefore, it is imperative that all expenses claimed be accompanied with the appropriate documentation (airline tickets, taxi receipts, hotel bills, meal receipts, etc.). ACS does not pay per diem rates, and no longer requires receipts for individual expenses under \$25. We do ask that for expenses without receipts under \$25 be explained in the supporting documentation for clarity (taxi cab, tips, etc.). (In order to expedite the reimbursement process, we ask that all receipts be placed on blank sheets of paper with tape, NO STAPLES.) There is also the option to scan all documentation and submit the request electronically to [secretary@acs.org](mailto:secretary@acs.org).

Local sections and divisions may request reimbursement for Councilor travel to both national meetings, **provided the Councilors were present at the Council meetings**. For Councilors who attend both the fall and spring meetings, reimbursement from the Society can be requested, up to a maximum of \$2,908.00 per year. However, claims for reimbursement must be submitted by the due dates indicated for each meeting. Specifically, claims for the reimbursement for the spring meeting must be submitted by the due date, **May 10, 2017; no reimbursement claims will be accepted after that date**. It is advisable to send your material by certified return receipt, priority mail, or email to [secretary@acs.org](mailto:secretary@acs.org) to ensure that it has been received by the deadline date.

When processing requests for reimbursement, the Society refers to Part B of the reimbursement form, reimbursing 80% of the amount shown, (not to exceed \$1,454.00 for the spring meeting). If a section or division requests and receives less than \$1,454.00 for reimbursement for a given Councilor's expenses for the spring meeting and that same Councilor attends the fall meeting, the section or division is entitled to reimbursement after the fall meeting for travel expenses for that Councilor up to a maximum of \$2,908.00 for the calendar year.

Please call Lu Ann Shadman (202/872-4462) if you have any questions about this information or about the Councilor travel reimbursement program in general.

Attachments

## GUIDELINES

### COUNCILORS' TRAVEL EXPENSE PROGRAM (Revised, effective January 1, 2015)

1. To increase and broaden Councilor attendance and service, the American Chemical Society will provide financial support, under the conditions set forth below, for round-trip, less-than-first-class travel for each of its division or local section Councilors to national Council meetings. For any individual trip, the national Society will share travel costs with the Councilor's division or section. National reimbursement will be limited to \$2,908.00 for a Councilor who attends two national Council meetings in a calendar year (the subsidy may be split unevenly) and limited to \$1,454.00 for a Councilor who attends one meeting in a calendar year. In addition, the Society will pay at the full National subsidy level all eligible travel expenses to Council meetings for each Bylaw Councilor and for each Past President of the Society who is not also a Director.

Each division or local section determines whether or not it will participate in the reimbursement program. If it participates, the national Society will support up to 80% of the eligible travel expense paid for by the division or local section up to the maximums stated above. Please note that Councilors may not participate in the Non-Councilor Travel Reimbursement Program.

2. A request for support for travel to a Council meeting must be made by the Councilor (or Alternate Councilor--see below) to the appropriate officer of the division or local section at least four weeks before the beginning of the meeting. (A Bylaw Councilor or Past President should address such a request to the ACS Secretary.) The request should take the form of the following statement, signed by the Councilor:

"I wish to attend the next American Chemical Society national meeting. Because I shall be involved at the meeting with ACS business, including participation in the Council meeting, I request that a portion of my travel expenses be provided by the Society. **I understand that I must attend the Council meeting to receive any reimbursement.**"

3. If fewer than a division's or local section's total number of Councilors have requested Society subsidy by the deadline four weeks in advance of the meeting, and if, in addition, the unit determines that it will not be represented at the meeting by all its Councilors, then Alternate Councilors may receive the subsidy.

If a division or local section determines that it will not be represented at a meeting by any Councilor or Alternate Councilor and further, in the case of a division or local section represented by only one Councilor, that no representative of the section or division has previously received support to a meeting during that calendar year, a Temporary Substitute Councilor may receive the subsidy.

4. The division or local section will reimburse its Councilor for eligible travel costs upon receipt of the Councilor's itemized travel expense information. Within five weeks after a meeting, the unit's Treasurer will certify to the national Society the unit's total costs for its Councilors, and the national Society will reimburse the unit for the national Society's share. In the case of a Bylaw Councilor or Past President, the itemized information should be sent directly to the ACS Secretary, and the national Society will reimburse the individual for eligible expenses.

Councilors, Alternate Councilors, and Temporary Substitute Councilors need to complete Part A of the attached expense form and submit it to the Treasurer of her/his local section or division with all necessary documentation three weeks after the national meeting (**San Francisco, CA, due date: April 26, 2017**). Treasurers need to submit the completed form to the ACS Secretary within five weeks subsequent to the national meeting (**San Francisco, CA, due date: May 10, 2017**).

5. Each unit – division or local section – will be responsible for determining the eligibility of its Councilors and Alternate Councilors for support under this program. In arriving at decisions, divisions and local sections are urged to take into account: (a) the services the Councilor renders the Society and the unit through membership in Council committees and other national ACS committees, (b) the desirability of providing opportunity for service by newer and/or younger Councilors in the Council and its committees, and (c) the date of receipt of the travel-support request from the Councilor or Alternate Councilor.

6. Each unit – division or local section – will also be responsible for determining the eligibility of the expenses incurred by its Councilors and Alternate Councilors. Eligible expenses are those reasonable costs necessarily incurred to attend Council and related committee meetings. Each request for reimbursement should be accompanied by documentation (e.g., traveler’s copy of rail or airline ticket, hotel bill, registration fees, meal receipts, taxi receipts). Expenses reimbursed from another source (e.g., an employer) are not eligible for reimbursement by ACS. (In order to expedite the reimbursement process, we ask that all receipts be taped - not stapled - to blank pieces of paper.)

Councilors must send their travel expenses documents to the treasurer of the relevant local section or division and the treasurer must reimburse the traveler prior to applying to the Secretary’s Office to receive the national ACS share of the reimbursement. The Councilor’s local section or division must contribute to the reimbursement in order to trigger payment from the National ACS. The treasurers are responsible for ensuring the adequacy of the travelers’ supporting documents and for the appropriateness of the claimed expenditures. Councilors are encouraged to seek alternative sources (e.g., employer or grant) before asking the Society or its units for support.

IF YOU HAVE QUESTIONS, PLEASE CONTACT LU ANN SHADMAN AT (202) 872-4462.