

Guidelines for Expense Reimbursement

Purpose:

The State Council appreciates values and respects the time and talents expended by all volunteers for SHRM activities provided to members in the state of Wisconsin. It is recognized that volunteers may be self-employed or that employers may not subsidize expenses incurred to attend SHRM functions. To ensure that a financial burden is not placed upon individuals, the following non-employer expenses will be eligible for reimbursement by the State Council for volunteer efforts provided on behalf of the Wisconsin membership.

All expenses are subject to annual review for eligibility as budget permits. The State Council may vote to approve other travel, conference, scholarship, chapter support, student chapter support and miscellaneous expenses appropriate within budget constraints and as circumstances require. Accepted reimbursements must be for SHRM related travel and are limited to airfare, conference fees, mileage, travel meals, taxi, baggage, parking expenses and hotel room with taxes. Examples of reimbursements which will not be accepted include gas (as mileage is covered), personal internet (unless needed for a SHRM speaking presentation), expenses for family/guests, and meals during a conference when a meal is already provided.

Procedures:

State Council Procedures

Complete and submit a Wisconsin State Council Expense Reimbursement Form (which is available on the website) with the appropriate documentation to the Treasurer who will facilitate payment and approvals.

State Conference Procedures

Complete and submit a Wisconsin State Conference Expense Reimbursement Form (which is available on the website) with the appropriate documentation to a State Conference Co-Chair for approval. The State Conference Co-Chair will forward to the Treasurer for payment.

State Council Volunteer Eligibility:

Chapter Leaders

State Chapters that 1) participate in 80% of Council meetings each year, 2) meet the Social Media requirements, 3) keep an updated website with board members contact information and programs connected to www.wishrm.org, and 4) submit their membership database as requested 2 times during the year will be eligible for the State Conference and National Leadership Conference reimbursements below from the State Council to their chapter.

Council meeting participation is counted on a rolling calendar basis, counting back 1 year from the last Wisconsin State Council meeting prior to the National Leadership Conference. Social Media requirements are to have a minimum of 2 active social media accounts where the Chapter posts meeting notices once a month. The choice of social media accounts can be selected by the chapter (suggested options to be Linked in, Twitter and Facebook). In addition, Chapters are required to provide 2 Forward HR Blog posts each year, one by March 1 and one by October 1 of the calendar year. The Social Media Director is able to provide education to Chapters on how to set up and administer these accounts.

Chapter Reimbursement Program:

\$400 National Leadership Conference: up to \$400 for attendance at the SHRM National Leadership Conference for that year. This will be paid for the Chapter President or their designate to attend. Submit a reimbursement request form (available on the website) along with receipts up to \$400, to the Treasurer

for approval before December 31st. Reimbursement is paid from the Wisconsin Council SHRM to the chapter and not an individual.

(\$330 to \$360) State Conference Registration: The registration code for one complimentary registration fee will be sent to the eligible Chapters by May of each year (including pre conference). The cost of travel or room charges is not included in this reimbursement program.

\$100 Membership Initiative: Chapters can also receive up to a \$100 reimbursement from the Council to be used to offset chapter costs for a Membership Initiative once per calendar year. That initiative must be pre-approved by the State Membership Director and State Director, and include these requirements:

- 1) The initiative must be for a new or the continuation of a current program in which improvements will make it more successful.
- 2) The campaign must be targeted to attract new members.
- 3) The initiative must be tied to an event, campaign or other membership incentive.
- 4) The campaign must be launched prior to October of each year.

Chapters can request reimbursement immediately following approval of the initiative. The Chapter shall refund the council if the initiative does not launch per the guidelines above.

Core Council Leaders (Chapter Leaders and State Conference Committee Excluded)

Mileage: Mileage for council related travel can be submitted after incurring a minimum of 50 miles per trip. The balance of mileage can be submitted at the annual mileage rate. The maximum mileage reimbursement per calendar year will be \$225.00 per council member. An expense reimbursement form must be submitted detailing the reason for the trip. Council members are encouraged to carpool, when able, to control expenses.

State Leadership Conference:

The Wisconsin SHRM Council will pay the registration fee for all Core Council members to participate in the State Leadership Conference. In addition, one night stay will be covered for the Leadership Conference Planning Committee along with any Core Council positions participating as speakers/facilitators/event hosts at the State Leadership Conference, subject to approval by the State Director and Leadership Director. Core Council Members are encouraged to share rooms, when comfortable, to control expenses.

State Conference: All Core Council members will be covered for attendance at the State Conference for the 3 day event. Those council members in attendance meeting the criteria defined below will have their conference registration fee waived (pre-conference included, but hotels excluded with the exception of those presenting as a Speaker/hosting an event over 2 conference days). For core leadership areas in which assistance is already defined (i.e. Foundation, Certification, Treasurer, Conference Liaison Director, College Relations Director, Membership Director, State Director and Director Elect) these Directors will work on their events in a particular year. For other Directors, proposals for additional CLA supported events can be made through the Conference Liaison Director for approval. If an event is not an option for that specified year, council members should volunteer through the volunteer opportunities listed during conference registration. A special code will be provided by conference registration.

Social Media:

All Core Council Leaders will be required to submit at a minimum of 2 Forward HR blog posts per year. District Directors may submit as a group.

Membership Director

- Attend Council Meetings
- Attend National Leadership (each year of 3 yr term) – up to \$400

Certification Director

- Attend Council Meetings
- Attend National Leadership (1 year of 3 yr term) – up to \$1140
- 2 night stay at State Conference when speaking over 2 days at early bird sessions (covered by conference committee)

College Relations Director

- Attend Council Meetings
- SHRM Student Chapter Start-Ups and Visits
- Attend Regional HR Games – up to \$1400 (as approved in the annual budget)
- Attend National Leadership (1 year of 3 yr term) - up to \$1140
- State Student HR Games – Overnight stay covered
- Additional Mileage to Student Chapter meetings – up to \$200

Conference Liaison

- Attend Council Meetings
- Attend National Leadership (1 year of 3 yr term) – up to \$1140
- Attend another “State” Conference – up to \$1100
- 2 night stay at State Leadership Conference

Diversity Director

- Attend Council Meetings
- Attend National Leadership (1 year of 3 yr term) – up to \$1140
- Attend SHRM Diversity Conference (1 year of 3 yr term) – up to \$2200

Foundation Director

- Attend Council Meetings
- Attend National Leadership (1 year of 3 yr term) – up to \$1140
- 1 night stay at State Conference when holding event over 2 days

Governmental Affairs Director

- Attend Council Meetings
- Attend National Leadership (1 year of 3 yr term) – up to \$1140
- Additional Mileage to Attend State Legislative Conferences – up to \$200
- Attend SHRM Employment & Legislative Conference (each year of 3 yr term) – up to \$600

Leadership Director

- Attend Council Meetings
- Attend State Leadership
- Attend National Leadership (each year of 3 yr term) – up to \$1140
- 2 night stay at State Leadership Conference

Workforce Readiness Director

- Attend Council Meetings
- Attend National Leadership (1 year of 3 yr term) – up to \$1140

District Directors

- Attend Council Meetings
- Visit Existing / Start-Up Chapters
- Attend National Leadership (each year of 3 yr term) – up to \$400
- May Regional Chapter meeting costs and mileage during the year for Chapter visits – up to \$150

Secretary

- Attend Council Meetings
- Attend National Leadership (each year of 3 yr term) – up to \$1140

Communications Coordinator

No requirement to attend council meetings mileage – up to \$75.00 (periodic meeting attendance)

Registrar

No requirement to attend council meetings mileage – up to \$225.00 (periodic meeting attendance along with attendance at all state Legislative conferences)

Treasurer

- Attend Council Meetings
- Attend Conference Meetings
- Attend National Leadership (each year of 3 yr term) – up to \$1140

State Director Elect

- Attend Council Meetings
- Attend State Leadership
- Attend Regional Council Summit Meeting – up to \$1300
- Attend National Leadership - up to \$500
- Attend National SHRM Conference – up to \$2700

State Director

- Attend Council Meetings
- Attend Chapter/Charter/Conference/Other SHRM Meetings during the year – up to \$800
- Attend Regional Council Meetings – up to \$1300
- Attend State Leadership (2 night stay at State Leadership covered)
- Attend National Leadership (each year of term) – up to \$500
- Attend National SHRM Conference – up to \$2700

Past-State Director

- Facilitation of and attendance at special events as defined – up to \$1000
- Attend National Leadership - up to \$1140

State Conference Leaders

State Conference: Attendance at State Conference is covered.

Mileage: Mileage for related travel can be submitted after incurring a minimum of 50 miles per trip. The balance of mileage can be submitted at the annual mileage rate. The maximum mileage reimbursement per conference year will be \$200.00 per committee chair. An expense reimbursement form must be submitted detailing the reason for the trip. Committee members are encouraged to carpool, when able, to control expenses.

Hotel Stay: 2 nights hotel stay at the conference is covered for all committee chairs. In addition, the conference will cover 2 night stays for the State Council Director, Conference Liaison Director, Registrar and Treasurer. 2 night stay is covered for the Certification Director speaking at early bird sessions. Other council speakers may be covered as applicable in a conference year. An additional night stay may be covered for positions needed early on the first day of the conference subject to approval from the Conference Co Chairs, including Accommodations and Exhibits. The additional night will only be approved for Committee members over 1 hour of travel time away from the Conference Location regardless of committee position. Committee members are encouraged to share rooms, where comfortable, to control expenses.

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