

RHODE ISLAND BUILDING OFFICIALS ASSOCIATION

ASSOCIATION MEMBER CONFERENCE AND SEMINAR ATTENDANCE REIMBURSEMENT POLICY

Members only in good standing of the *Rhode Island Building Officials Association* (RIBOA) shall be eligible to have their expenses paid as noted below to attend the following annual conferences and seminars:

Refer also to the Conference Grant RIBOA Member eligibility requirements.

The Annual International Code Council (ICC) Code Conference and Hearings. The location varies yearly.

The Annual New England Municipal Building Officials Association Conference in Amherst, MA.

The Annual Eastern States Building Officials Education Conference. The location varies yearly.

The following cost associated with attending the conference shall be reimbursed by RIBOA:

- **Air Travel**-Reasonable airfare expenses only. First class or flights booked within fourteen (14) days of the conference are not eligible. Coach fares only will be reimbursed. Use of discount fares are encouraged, along with being flexible of travel times, use of Saturday stay overs to save money.
- **Ground transportation expenses** -To and from the event; bus and/or cab cost to and from the airport to the conference hotel or location. Utilize complementary shuttle or public transportation when available. Car rental expenses are not reimbursable. Cab fare to other non-conference or seminar events are also not reimbursable.
- **Hotel Accommodations**- Only for the stay of the conference or seminar duration. Only conference hotel rates shall be reimbursed.
- **Conference or Seminar Registration**- Only member rate fees associated with the conference or seminar attendance will be reimbursed. Additional cost associated with late registrations or non-member rates will not be reimbursed. Other separate excursions not related to the conference or seminar which are separate but offered by the event host shall not be covered or reimbursed. One (1) yearly complementary ICC Conference Registration shall be provided by ICC to the Association Chapter President upon the submission of the Annual Chapter Report and shall be used by the President.
- **Food/Beverages**- No Food or Alcoholic beverages shall be reimbursed.
- **Attendance Documentation**- Mandatory verification of attendance will be required to be submitted. This may in the form of electronic registration or certificate of attendance.
- **Conference Cost Reimbursement**- Claims for reimbursement shall be made with thirty (30) days of travel completion. No reimbursement will be made prior to the end of the conference.
- **Required Reimbursement Documentation**- Expense documentation shall be obtained for each expense in excess of \$15.00. Proper expense documentation shall consist of original airline ticket receipts, hotel bills, credit card receipts or other such forms as are issued by the vendor. If expenses involve additional individuals, all individuals are to be identified on this form. Proof of Attendance to the seminars/classes shall also be submitted in the form of a certificate of attendance or other acceptable attendance documentation.