

**Appendix B: Reimbursement Table for ACS Spring /Fall Meeting  
(revised 9/2024)**

A	B	C	D	E	F	G	H
Assignment	ExCom Member, invited cmt. Chairs/members, Finance Cmt., Division Service Awardee	Treasurer, Chair Succession, Executive Assistant	Secretary, Councilor, Chair attending Spring Awards	Teacher Day Chair**	Program Committee Chair	Others w/permission of Division Chair (but not ExCom participants)	National Meeting Program Co-Chairs
LODGING*	2 nights	3 nights	5 nights	3 nights	3 nights	2 nights	5 nights
MEALS	2 days Federal per diem rate (FPD)	3 days FPD	5 days FPD	3 days FPD	3 days FPD	2 days FPD	5 days FPD
AIR/TRAIN TRAVEL	coach/economy	coach/econ.	coach/econ.	coach/econ.	coach/econ.	coach/econ.	coach/econ.
BAGS	1 each way	1 each way	1 each way	1 each way	1 each way	1 each way	1 each way
GROUND TO PORTS	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage	taxi/shuttle/mileage
INCIDENTALS	FPD	FPD	FPD	FPD	FPD	FPD	FPD
OTHER			Registration***	HS Registration		Registration	Registration

Any person who receives reimbursement from another ACS entity (for example a Board or Council Committee) will receive from the Division the difference between the ACS reimbursement and actual expenses allowed by the CHED policy.

**NOTES:** Columns B and C: reimbursement for all ExCom and Finance Committee members only when ExCom is meeting in person.

ExCom includes Alternate Councilors.

Alternate Councilors may get the Councilor reimbursement if they attend the Council Meeting in person in place of another Councilor.

Any person requesting Councilor reimbursement must attend the Council Meeting in person and must submit the Division Travel Reimbursement Form.

Appointed members of the Board of Publication and Board of Trustees are reimbursed by their own committee. *Ex officio* members are reimbursed according to their office. Rules for reimbursement are the same as column B, except the BoP chair or designee who gets column D when attending the Spring Awards Dinner.

\* Lodging reimbursement limit is set at no more than the 4<sup>th</sup> most expensive hotel on the ACS Conference list, including taxes and fees.

\*\* If the HS Day Chair is local, only HS registration for the meeting is provided.

\*\*\* Meeting registration for Councilors attended Council meeting in person only.