

Reimbursement Guide for National Conference Expenses

For additional questions, please contact Finance at reimbursements@isionline.org before incurring the charge.

Reimbursable from Escrow

Item	Description	Who	Account
Food	Food purchased <u>during the conference</u> when another meal is NOT provided OR meals purchased while traveling to the conference	Staff, spouse, children ^(b) only	Escrow ^(a)
Flight	The flight to attend conference	Staff, spouse, children ^(b) only	Escrow ^(a)
Lodging (Sat night-Tues night)	Lodging for you and your family, organized by the conference team ^(c)	Staff, spouse, children ^(b)	Escrow ^(a)
Lodging; pre/post	Friday night: if you are staying for Leadership Training or another business reason ^(c) Additional nights: only if you are doing ISI business ^(c)	Staff, spouse, children ^(b)	Escrow ^(a)
Outings	The official outing that the conference promotes (if applicable) ^(c)	Staff, spouse, children ^(b) , volunteers, donors, or students only	Escrow ^(a)
Outings, Regional	Regional outings pre-planned, pre-published and organized by the RFD	Staff, spouse, children ^(b) , volunteers, donors, or student only	Escrow ^(a)
Outings, City	Outings with your city team, spontaneous or pre-planned	Staff, spouse, children ^(b) , volunteers, donors, or student only	Ministry/City/ Escrow
Registration Fees, Staff	The conference related fees that are incurred when registering ^(c)	Staff, spouse, children ^(b)	Escrow ^(a)
Registration Fees, Other	Paying for a non staff member to attend conference sessions and meals	Volunteer, donor, or student only	Escrow ^(a)
Rental Car/Mileage	Transportation BOTH to/from conference location and during conference	Per car	Escrow ^(a)

Not Reimbursable from Escrow

Item	Description	Who	Account
Activities/Sight-seeing	Any activity or sight seeing that is not 1) promoted by the conference team (see "Outings" above) and 2) does not have a ministry purpose (i.e. building relationships with donors or students)	Anyone	none
Food	Food purchased to replace a meal that ISI has provided through the conference	Anyone	none
Food	<u>Non-conference provided meals</u> purchased for non-staff member	Volunteer, donor, or student only	Ministry
Rental Car/Mileage	Transportation solely for personal sightseeing or activities	Per car	none
Souvenirs, Toys, etc.	Any items purchased outside of what has been designated above are considered more personal/vacation in nature	Anyone	none

- Code:** (a) Escrow funds will be used first; any remaining amount will be reimbursed from your personal ministry account.
 (b) A person under 18 who is part of the staff member's household AND whom the staff member has legal guardianship over.
 (c) Charged during registration and is pulled from the account the staff designates; no reimbursement necessary.