

ACE may reimburse its Executive Committee (EC) members and key volunteers for expenses under the following conditions. Exceptions to these conditions must have the prior approval of the president, with the advice of the treasurer.

A. Executive Committee Meetings

The following travel expenses directly related to attendance at Executive Committee meetings are eligible for reimbursement when that meeting does not coincide with an event such as the annual convention:

1. Economy class airline and transportation travel (special seat assignment, boarding privilege or other upgrades are not reimbursable)
2. Personal vehicle use: mileage at one-half the current IRS standard rate for business plus toll costs (not to exceed air travel rate)
3. Lodging at host facility (double occupancy)
4. Rental car if circumstances warrant and pre-approved
5. Parking and shuttle fees

B. IAAPA Trade Show

Official ACE delegates to the IAAPA trade show are eligible for reimbursement for the following expenses:

1. Economy class airline and transportation travel (special seat assignment, boarding privilege or other upgrades are not reimbursable)
2. Personal vehicle use: mileage at one-half the current IRS standard rate for business plus toll costs (not to exceed air travel rate)
3. Lodging facility approved by the president
4. One rental vehicle if used to accommodate transportation of ACE's property
5. Parking and shuttle fees

C. ACE National Events

To be eligible for reimbursement of expenses, performance of duties during the event is required.

1. The president, registration manager, events director and public relations manager will receive up to \$400 per event toward their expenses to attend the following events:
 - a. Spring Conference
 - b. Preservation Conference
 - c. Summer Conference
 - d. Fall Conference
 - e. National events planned by the EC
2. The merchandise manager will receive up to \$400 per event toward expenses to attend no more than two events, excluding Coaster Con, as selected by the EC where the general store is set up.
3. The president, registration manager, events director, merchandise manager and public relations manager will receive up to \$700 towards their expenses to attend Coaster Con. For the president and events director, to be eligible for reimbursement, attendance at the Executive Committee and annual business meetings is required.

4. All Executive Committee members not indicated in item #3 will receive up to \$300 towards their expenses to attend Coaster Con. To be eligible for reimbursement, attendance at the Executive Committee and annual business meetings is required.
 5. The treasurer will receive up to \$100 per event toward expenses for any national event when there are auction responsibilities.
 6. For conferences referenced in items #1-2, if the ACE official should need to travel more than 2,000 air miles one-way from his or her home to the event location, then he or she shall be eligible for an additional \$100 distance reimbursement toward expenses. This additional reimbursement is not applicable to Coaster Con.
 7. An ACE official or volunteer fulfilling the role and duties in substitution for any of the named positions above due to his or her absence is eligible for the same expense reimbursement, as the named position would have, with the prior approval of the president.
 8. Non-Executive Committee members who have responsibilities such as, but not limited to, coordinating midwinter conferences, assisting with the coordination of ACE events, serving on committees under Executive Committee directors, and serving on standing or special committees are eligible to have expenses reimbursed provided that the president, with the assistance of the respective committee director if necessary, has determined and agreed in advance which types of expenses (telephone, postage/shipping, supplies, mileage, etc.) are eligible to be submitted.
 9. Any complimentary item, including lodging rooms, tickets, or meals used by an ACE official or volunteer may be deducted from his or her reimbursement amount after review by the president.
 10. Expenses included:
 - a. Economy class airline and transportation travel (special seat assignment, boarding privilege or other upgrades are not reimbursable)
 - b. Personal vehicle use: mileage at one-half the current IRS standard rate for business plus toll costs
 - c. Lodging
 - d. Rental car
 - e. Parking and shuttle fees
 - f. Event registration fee
- D. ACE International Trips
The primary trip planners for an ACE international trip will receive up to \$700 towards their expenses to attend the trip. Attendance on the trip is mandatory to be eligible for reimbursement. No more than two trip planners per trip shall be eligible for the reimbursement.
- E. Activities Related to Positions and Functions
1. Supplies
 2. Printing
 3. Postage/shipping

4. Software
5. Photo processing

F. Reimbursement Procedures

1. Expenses must be submitted on a current official expense form accompanied by legible receipts and indication of the type of expense.
2. Expense forms are to be submitted to the president for approval, unless the president directs them to the treasurer.
3. All expenses must be submitted within sixty days of their date. Expenses occurring near the end of the year must be submitted by January 15.
4. Exceptions to these procedures may be made by the president, with the advice of the treasurer.