

**All expenses must be submitted within 60 days.**

**HR Florida State Council, Inc.  
Council Reimbursement Guidelines**

	Quarterly Council Meetings	Leadership Conference	State Conference	State Conference Team Meetings	Day on the Hill	SHRM Leadership Conference
<b>Chapter Presidents</b>	<ul style="list-style-type: none"> <li>• 1 hotel night</li> <li>• 1 additional night if <b>one-way travel is over 175 miles</b></li> <li>• Travel to meeting (air, mileage or rental car)</li> <li>• 1 reasonable meal each way (\$25.00 max – with receipt) if <b>one-way travel is over 175 miles</b></li> </ul>	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	N/A	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	N/A
<b>District Directors</b>	<ul style="list-style-type: none"> <li>• 1 hotel night</li> <li>• 1 additional night if <b>one-way travel is over 175 miles</b></li> <li>• Travel to meeting (air, mileage or rental car)</li> <li>• 1 reasonable meal each way (\$25.00 max – with receipt) if <b>one-way travel is over 175 miles</b></li> </ul>	<ul style="list-style-type: none"> <li>• Hotel nights for required stay (generally includes night before conference and night of conference). Total combined nights for council meeting and leadership conference <b>will not exceed 3 nights</b></li> <li>• Travel to conference (air, mileage or rental car)</li> <li>• 1 reasonable meal each way (\$25.00 max – with receipt) if <b>one-way travel is over 175 miles</b></li> <li>• Meals during conference will be provided</li> </ul>	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending Conference</p>	N/A	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	<ul style="list-style-type: none"> <li>• Airfare</li> <li>• Parking</li> <li>• Mileage</li> <li>• Meals when not provided by SHRM</li> </ul>

• **HR Florida does not reimburse for valet parking.**

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<b>Core Leadership Area (CLA) Directors</b>	<ul style="list-style-type: none"> <li>• 1 hotel night</li> <li>• 1 additional night if <b>one-way travel is over 175 miles</b></li> <li>• Travel to meeting (air, mileage or rental car)</li> <li>• 1 reasonable meal each way (\$25.00 max – with receipt) if <b>one-way travel is over 175 miles</b></li> </ul>	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	N/A	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	N/A
<b>Council Services Directors</b>	<ul style="list-style-type: none"> <li>• 1 hotel night</li> <li>• 1 additional night if <b>one-way travel is over 175 miles</b></li> <li>• Travel to meeting (air, mileage or rental car)</li> <li>• 1 reasonable meal each way (\$25.00 max – with receipt) if <b>one-way travel is over 175 miles</b></li> </ul>	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	N/A	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	N/A
<b>Chapter President-Elects</b>	<ul style="list-style-type: none"> <li>• 1 hotel night</li> <li>• 1 additional night if <b>one-way travel is over 175 miles</b></li> </ul>	<p>No expenses are reimbursed for attending this Conference</p>	<p>No expenses are reimbursed for attending this Conference</p>	N/A	<p style="text-align: center;"><b>Complimentary Registration</b></p> <p>No expenses are reimbursed for attending this Conference</p>	N/A

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	Quarterly Council Meetings	Leadership Conference	State Conference	State Conference Team Meetings	Day on the Hill	SHRM Leadership Conference
State Conference Team Members	N/A	N/A	<ul style="list-style-type: none"> <li>• Required hotel nights</li> <li>• Travel to conference (air, mileage or rental car)</li> <li>• 1 reasonable meal each way (\$25.00 max - with receipt) <b>if one-way travel is over 175 miles</b></li> <li>• Meals during conference will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hotel night <b>if one-way travel is over 175 miles</b></li> <li>• Travel to meeting (air, mileage or rental car)</li> <li>• 1 reasonable meal each way (\$25.00 max – with receipt) <b>if one-way travel is over 175 miles</b></li> </ul>	N/A	N/A

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