

# **Building Officials Conference of Northeast Ohio Reimbursement Policy**

The BOCONEO Executive Board would like to encourage participation in the ICC Code Development Process. In an effort to defray some of the cost, the Board has decided to make financial support available to individuals wishing to participate in the International Code Council 2014 Annual Conference and Public Comment Hearings in Fort Lauderdale, Florida.

## **Request**

Those members wishing to take part in this reimbursement program must fill out the attached form and submit it to Jerry Flanik, no later than **Friday, September 12, 2014** for consideration. In order to be eligible for these funds, attendance and participation in the Public Comment Hearings and the Annual Business meeting is a requirement along with active participation or donation of time and talent to BOCONEO activities. The Board has approved reimbursement in the amount of a maximum of five hundred dollars (\$500.00).

The participating individual will be required to cover all conference related expenses up front and upon return from the conference, submission of an expense report and associated receipts will be required for reimbursement.

Some jurisdictions and the Ohio Building Officials Association may be supplementing conference costs for participating members at the conference. The total reimbursement received shall not exceed the receipts submitted minus any reimbursements received from other entities.

## **Eligibility**

All applications will be reviewed by the Board for eligibility. Awards will be based on an individual's involvement in the organization and participation on the board, at educational seminars, meetings and golf outing. It is also important that the individual apply for other funding support through the ICC and OBOA.

## **Documentation**

Any individual approved for funds will no later than thirty days (**October 31, 2014**) from the event submit to the treasurer a copy of:

- Documentation of expenses (receipts) and request their employer be reimbursed.
- Documentation of expenses (receipts) and a statement from their employer that these expenses were not reimbursed by the employer. The attendee will request he/she be reimbursed directly.
- Individuals who do not work for any jurisdiction will be reimbursed directly if approved by the Executive Board.

## **Payment**

The treasurer will issue the requested funds upon concurrence with the Board. The treasurer will withhold payment and notify attendee of the situation if the Board does not concur with the submittal.

## **Building Officials Conference of Northeast Ohio Reimbursement Acknowledgement**

In consideration of receiving financial support, I agree to and acknowledge the following:

1. I have been a member of BOCONEO for a minimum of two years.
2. I have read and accepted the enclosed BOCONEO reimbursement policy letter.
3. The financial award will reimburse eligible travel, lodging, ground transportation and conference fee expenses in support of your attendance to the 2014 Public Comment Hearings in Fort Lauderdale, Florida September 28, 2014 – October 5, 2014. Reasonable and customary expenses will be paid on a cost reimbursement up a maximum of five hundred dollars (\$500.00).
4. I will submit my expenses to the Board on the included approved expense reimbursement form with original receipts.
  - a. Specific eligible expenses may include:
    - i. Travel (reasonable airfare, train, car rental)
    - ii. Lodging (Reimbursement for the conference hotel rate only)
    - iii. Ground Transportation (Shuttle or other means of affordable transport to and from the airport)
    - iv. Conference fees
5. I understand that the financial support does not cover alcohol or reimbursement for companions.
6. My attendance and participation will be verified at the conference and code hearings.
7. I will participate or donate time and talent to future BOCONEO activities.
8. I feel that I should be awarded this funding because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. In the last two years I have participated in the following boards, committees, and/or activities for BOCONEO or other code related organizations that benefits our membership: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. I have applied for the:
  - a. Code of Honor Scholarship – Yes / No
    - i. I have been awarded a Code of Honor Scholarship – Yes / No
  - b. OBOA Reimbursement - Yes / No

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

July 21, 2014

**Eligibility Requirements  
For Board Use Only:**

Applicant: \_\_\_\_\_

<b>Participation criteria</b>	<b>Yes</b>	<b>No</b>
Member of BOCONEO for a minimum of two years:		
Member of the Executive Board:		
Member of the OBOA Executive Board:		
Has participated in BOCONEO sub-committees (scholarship, golf, education, institute):		
Has coordinated/proctored an Electrical or Plumbing Roundtable:		
Regular attendance at monthly meetings:		
Regular attendance at monthly roundtables:		
Taught a class for the Educational Institute:		
Applied for the ICC Code of Honor Scholarship:		
Applied for OBOA funding:		
Other _____		