

Building Officials Conference of Northeast Ohio

2015 Reimbursement Policy

The BOCONEO Board of Directors (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's 2015 Annual Conference and Public Comment Hearings in Long Beach, California. The Board has approved a budget of \$5,000.00 with a maximum of \$750.00 per applicant towards reimbursement. Additionally, the applicant must apply for OBOA funding in order to be considered for BOCONEO reimbursement.

Request

Those members wishing to take part in this reimbursement program must fill out the attached form and submit it to [Jerry Flanik \(skillbuilder64@aol.com\)](mailto:skillbuilder64@aol.com), no later than **Friday, September 4, 2015** for consideration. 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 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 will 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 the aforementioned including all 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. The applicant must apply for OBOA funding in order to be considered for BOCONEO reimbursement. It is also important that the individual apply for other funding support through other sources such as; employer, ICC, etc.

Documentation

Any individual approved for funds will, no later than **October 30, 2015**, submit a copy of the following to [Mike Skvasik, Treasurer \(mjskvasik@gmail.com\)](mailto:mjskvasik@gmail.com):

- 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 Board of Directors.

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.

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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 2015 Public Comment Hearings in Long Beach, California, September 27, 2015 – October 7, 2015. Reasonable and customary expenses will be paid on a cost reimbursement up a maximum of seven hundred and fifty dollars (\$750.00).
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 (Applicant must apply for OBOA funding in order to be considered for BOCONEO reimbursement.)

Name – Please Print

Signature

Date

Address

City, State, Zip Code

Eligibility Requirements (For Board of Directors Use Only):

August 14, 2015

Applicant: _____

Participation criteria	Yes	No
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: <i>(Applicant must apply for OBOA funding in order to be considered for 2015 BOCONEO reimbursement.)</i>		
Other _____		