



Travel Expense Reimbursement Policy

For FCAC Board Members

May 28, 2025

Purpose and Policy Statement

This Travel and Expense Reimbursement Policy is established by the Finishing Contractors Association of Chicago (“FCAC”).

Members of the FCAC Board of Directors (“Board Members”) may be requested to attend educational seminars, conferences, and other meetings for and on behalf of the Association. As a consequence, Board Members may incur certain expenses for travel, lodging, food and other items related thereto, for which the Board Member may be entitled to reimbursement.

Board Members shall be reimbursed for reasonable “direct expenses” properly and actually incurred in the performance of their duties on behalf of the Association. The Board Members reaffirm their commitment that Board Members shall not receive payment of unreasonable expenses from the Association.

Reasonable expenses shall mean that range of expenditures determined by the Board of Directors to not be excessive. Generally, whether an expense meets this standard depends on the particular facts and circumstances of each case. In determining whether an expenditure is excessive, the Board of Directors shall consider, among other things, the standard of travel and living conditions which a person serving in the capacity of a Board Member might be expected to maintain.

FCAC will reimburse the cost of Travel, Hotel, and Meeting Registration. Travel may include air travel, train, taxi, limousine, private automobile, and car rental. Hotel reimbursement will be only for room and tax. The individual planning to attend the convention must be pre-approved and authorized by the Board of Directors for expense reimbursement. Barring unforeseen circumstances, this authorization must occur at least thirty days prior to the event.

Reimbursable Expenses Incurred by Board Members

For attendance at meetings, the following items constitute reimbursable expenses:

- Airfare (economy class only for flights under 4 hours, for flights over 4 hours reimbursement will be for first class rates actually incurred) and baggage fees.
- Lodging expenses in conjunction with attendance at meetings, conferences and seminars are reimbursable based on the cost of double occupancy accommodations at the established “Conference Rate” for the event being attended.
- Meals (breakfast, lunch, and dinner) will be reimbursed for reasonable amounts. Submittal of itemized receipts will be required for all meal expenses. Board Members may be reimbursed for reasonable expenses incurred for meals for hosting industry professionals while at events, conferences, and meetings so long as the expenses for such meals further the interests of the Association. When hosting meals for industry professionals, include the name(s) of the guests being hosted.
- Rental cars are based upon required access to a meeting site as the most reasonable alternative.
- Parking fees, at airport, hotel, and convention center.

- Mileage, at the business standard mileage rate as allowed by the Internal Revenue Service, if travel is by private automobile. If traveling by private automobile expenses may not exceed those that would be incurred by air travel per airfare bullet above.
- Gratuities to porters, bellmen, and maids.
- Health club fees of up to \$20.00 per day.
- In-room internet access fees.
- Business center charges for FCAC business.
- Taxi fares to and from the hotel and the airport (rental cars will not be paid for under these circumstances).
- Limousine to and from the airport and the Board member's home in lieu of parking fees at the airport.
- Conference registration – The expenses for conference registration are reimbursable if paid personally by the Board Member.
- Spouse's conference registration fee(s).

Expenses that are not Reimbursable

- Spouse travel expenses, except where spouse attendance is explicitly required or is promoted by FCAC in advance of the meeting or event.
- In-room movies.
- Spa fees.
- Recreational fees.
- Salon and gift shop items.
- Magazines and newspapers.
- Toiletries.
- Personal grooming services, such as barbers, hairdressers and shoe shines.
- Child care.
- Insurance costs such as life insurance, flight insurance, personal automobile insurance and baggage insurance.
- Laundry or valet services for travel of fewer than five days.
- Lost baggage.
- Loss or theft of cash advance money, airline tickets, personal funds or property.
- Parking tickets or traffic violations.
- Personal automobile repairs.
- Personal credit card annual fees.
- Personal telephone charges in excess of reasonable calls home, generally one per day.
- Pet care.

Process

Expense reimbursement requests are to be submitted and supported by evidence of proof of purchase and receipts. A receipt or proof of payment shall accompany all request for reimbursement. For meals and events that include other persons, please provide the names.

Please use the FCAC “Travel & Meeting Expense Report”, a downloadable form on the www.fcaofchicago.com website *forms to download* page, to submit expenses for reimbursement, accompanied by photocopies of receipts or proof of payment. Requests for reimbursement should be submitted as soon as possible after the event. Expense forms submitted more than 60 days after the expense was incurred will not be honored unless there are extenuating circumstances approved by the President of the FCAC or by a majority vote of the Board of Directors.

Fund Trustee Reimbursements

Board Members of FCAC who also serve as trustees of the Chicago Painters and Decorators Pension Fund or the Chicago Painters and Decorators Health & Welfare Fund (collectively referred to as the “Funds”) may receive reimbursement of expenses incurred during the course of providing services for the Funds and/or conducting Fund business, not otherwise reimbursed by the Funds. The amount of unreimbursed expenses that the FCAC shall reimburse such Trustees of the Funds shall not exceed \$250.00 in any calendar year. Additionally, any reimbursements paid by the FCAC must be eligible for reimbursement as set forth in this policy.

Covered Time Period

Expenses will be reimbursed for the day before a scheduled meeting, and ends with the day after the meeting ends. The only exception will be if it is more practical to come earlier or stay later to take advantage of deep discounts on airfares for Saturday night stays, provided such early arrival or later departure results in a net lower cost to FCA. Expenses incurred before or after the days outlined in this policy are not reimbursable.

Per Diem Allowance

A per diem allowance may be established by the Board from time to time for meals and miscellaneous conference expenses described above. However, such allowance may be modified by the Board in those situations when, in their judgment, unusual costs have been incurred or are anticipated. Additionally, any Board Member who is actively employed and attends an educational conference for purposes of benefitting the FCAC shall be paid a \$100.00 daily stipend for all days while at the conference and any days spent traveling immediately before and after the conference.

General

- A. Any questions relating to expense and reimbursement not specifically covered herein shall be resolved by the Board of Directors consistent with the provisions of the By-Laws and applicable law.
- B. This Reimbursement Policy may be altered, amended, suspended or terminated by a majority of the Board of Directors at any time in writing.
- C. A copy of this Travel Expense and Reimbursement Policy and any amendments shall be kept on file in the principal office of the Association and shall be available to all interested parties.

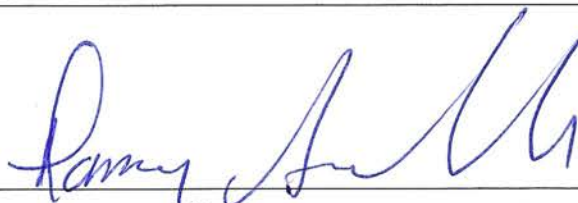
- D. This Travel Expense and Reimbursement Policy shall supersede the terms and conditions of any prior policy implemented by the Board of Directors. To the extent that any provision of this Travel Expense and Reimbursement Policy is found to be in violation of any laws, the remainder of the Reimbursement Policy shall still be enforced in accordance with its terms.

This Travel Expense and Reimbursement Policy is adopted by the Board of Directors on the 28th day of May, 2025, as follows:

STEVE BRILL, President: 

SUSAN DRYNAN, Vice-President: 

DEVIN CRONIN, Secretary: 

RAMON ARAMBULA, Treasurer: 

MILES BEATTY, Executive Director: 