

2017 Community Summit REIMBURSEMENT GUIDELINES AND PROCEDURES



We realize that our chapter covers a large geographic area. In order to be as inclusive as possible, reimbursement for volunteers **traveling more than 100 miles** is available for hotel and either mileage or rental car. See details and restrictions below. **To request reimbursement, you MUST register for the conference online and indicate your intent to request reimbursement by October 20, 2017.** Reimbursements will be in the form of a check mailed to your home address generally within 7-10 business days of the reimbursement request date.

Carpooling

- Volunteers are encouraged to **carpool** if other people in your area/neighborhood/region are interested. Please indicate interest during the registration process.

Mileage Reimbursement

- If you are interested in mileage reimbursement at the IRS standard rate of \$0.14 for volunteers, please indicate this by checking the applicable box online during the registration process.
- Mileage reimbursement is based only on direct travel to and from your home address to the Chicago Marriott Oak Brook summit location.
- **By November 20, 2017**, complete and sign the [reimbursement form \(. xls\)](#) and email to accountspayable@illinois.wish.org or mail to ATTN: Summit/Accounting, Make-A-Wish Illinois, 640 N. LaSalle Drive, Suite 280, Chicago, IL 60654-3754.

Rental Car Reimbursement

- Rental car reimbursement up to \$175 is available for those who register for the conference online by October 20, 2017. Penalties for failure to cancel a rental car reservation are not reimbursable.
- **By October 20, 2017**, email your intent to request rental car reimbursement to Janet Glavin at glavin@illinois.wish.org.
- **By November 20, 2017**, email your rental car receipt to accountspayable@illinois.wish.org or mail to ATTN: Summit/Accounting, Make-A-Wish Illinois, 640 N. LaSalle Drive, Chicago, IL 60654-3754.

Hotel Reimbursement

- Reimbursement up to \$99 + tax for the night of November 3rd is available for those who register for the conference online by October 20, 2017. Penalties for failure to cancel a reservation are not reimbursable.
- **By October 14, 2017**, reserve your hotel room at the Chicago Marriot Oak Brook at the Make-A-Wish rate of \$99.00. There are a limited number of rooms available, so please book early here: <http://bit.ly/2gmkJfv>. We are unable to ensure availability of rooms at this hotel after this date.
- **By October 20, 2017**, email your intent to request hotel reimbursement to Janet Glavin at glavin@illinois.wish.org.
- **By November 20, 2017**, email your hotel receipt to accountspayable@illinois.wish.org or mail to ATTN: Summit/Accounting, Make-A-Wish Illinois, 640 N. LaSalle Drive, Chicago, IL 60654-3754.

For any questions on reimbursement, contact Janet Glavin at 309.530.0080 or glavin@illinois.wish.org