



2022 Leadership Workshop- Reimbursement Policy

Updated 21 January 2022

Please note that the ISA reimbursement policy for the ISA Leadership Workshop has been updated.

Each invited component may apply for reimbursement for no more than **two (2) persons**. Any additional registrants may register for the program on a space-available basis, but no travel reimbursement will be applied. The registration fee for any registrations over 2 persons is \$398 USD.

With the increased participation and attendance from volunteer leaders in the ISA 2020 and 2021 Virtual Leadership Workshops, the ISA wants to encourage continued prioritization of attendance for volunteers of components and organizations. ISA invests significant resources into this event, and participation from component board members is key to the success of these workshops.

Travel reimbursement payments will be made in USD and will be **distributed onsite** at the event. Only those individuals (ISA Board members, committee members, speakers, etc.) outside of the general registration block will need to provide receipts/reimbursement forms.

Checks will be made to the component organization unless otherwise requested. To request payment to the individual attendee, please contact ISA Events at conferencereg@isa-arbor.com no later than **10 October 2022**.

Component leaders and guests should note the below ISA reimbursement policy for the 2022 Leadership Workshop:

Reimbursement Allowances

Region	Total Travel Reimbursement
Region 1 (US minus PNW and Western chapters)	\$200 USD per person
Region 2 (Canada, Mexico, US-PNW, and Western chapters)	\$400 USD per person
Region 3 (non-North America)	\$750 USD per person



For those being paid in USD, we will provide reimbursement onsite at the event. Checks will be made out to the component/organization unless otherwise noted. If you need the reimbursement made to the individual, send instructions to ISA Events at conferencereg@isa-arbor.com by 5 p.m. ET, Monday, 10 October 2022.

If you would like to be paid via a wire transfer, please complete the [wire transfer form](#) and return it to ISA Events at conferencereg@isa-arbor.com by 5 p.m. ET, Monday, 10 October 2022 ; transfers will be made in the two weeks following the meeting.