



**Society of St. Vincent de Paul
Rockford Council
Reimbursement Guidelines**



Society of St. Vincent de Paul Rockford Council

Formation has always been an important part of our Vincentian vocation and ministry. The Rockford Council offers financial support to members attending the Regional Meetings, Invitation for Renewal and other meetings and training programs contingent upon budgeted and available funds.

The Rule, Part I, Article 3.12 states: It is essential that the Society continually promote the formation and training of its members and Officers, in order to deepen their knowledge of the Society and their spirituality, improve the sensitivity, quality and efficiency of their service to the poor and help them be aware of the benefits, resources and opportunities that are available for the poor. The Society also offers members higher training in order to better help to raise the cultural and social level of those who request support.

In addition, as part of the National Strategic Plan, the Society has initiated the *Serving in Hope* program, the *Invitation for Renewal* leadership retreat, the standardized *Ozanam Orientation*, the weekly *Spiritual Reflections*, the *Vincentian Pathway* and is continually looking for more ways to help form our Vincentians.

As Conferences are expected to participate in District and (Arch)Diocesan Councils, so Councils are expected to participate in the Regional and National Council. The expectation is that Councils will send voting members and committee members to the National Meetings (annual and midyear) as needed.



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Reimbursement Guideline

The following highlights the reimbursement protocol for officers and/or members attending meetings and training programs. Depending on the Council or Conference that the attendee is representing the reimbursement of expenses should come first from the primary funding source followed by the secondary and third sources.

Any officer of the **Diocesan Council** or his/her proxy should request reimbursement from:
Primary – Council Secondary – Regional**

Any officer of a **District Council** or his/her proxy should request reimbursement from:
Primary – District Council Secondary – Diocesan Council *

Any officer of a **Conference** or his/her proxy should request reimbursement from:
Primary – Conference Secondary – District Council Third - Diocesan Council *

Any member of a **Conference** should request reimbursement from:
Primary – Their Conference Secondary – District Council Third – Diocesan Council *

Note: All officer and member intentions to attend should be known in advance and projected expenses reviewed. Maximum funds available for such events should be budgeted in advance and used to share in the coverage of pre-identified expenses. Members may have to share in the expense. This is contingent on the funds available.

** National offers a subsidy for Invitation for Renewal retreat
* Please submit Diocesan Council's Reimbursement Request Form



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Expense Consideration for Reimbursement:

- Registration Fees – includes certain specified meals and materials
- Lodging – block rate when available
- Mileage – Round Trip @ .30 cents per mile
- Airfare

Expenses Not Reimbursed:

- Late Registration Fees
- Meals (other than those included in the registration fee)
- Laundry
- Room Service
- Beverages
- Souvenirs
- Publications

Sample Worksheet:

I. Expenses to be Considered:	Projected expense
a. Early Registration Fees	\$ _____
b. Lodging	\$ _____
c. Mileage _____ (.30 cents per mile)	\$ _____
d. Airfare	\$ _____
	Total I: \$ _____
II. Pledged Subsidies:	
a. District Council	\$ _____
b. Conference	\$ _____
c. Other _____	\$ _____
	Total II: \$ _____

Note: The reimbursement should not exceed the net expense: i.e. Total I – Total II.



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Reimbursement Request Form**

Date: _____

Member: _____

District/Conference _____

Reason for Request: _____

Check No.: _____

Amount: _____

Date Paid: _____

To: _____

Signature: _____

Authorization: _____