Illinois Space Society Reimbursement Policies
To be guaranteed a full refund, members must adhere to the following guidelines. You can contact a member of the executive board at iss.ae.illinois@gmail.com with questions about reimbursement procedures.

**Receipt Reimbursements:**
- Before purchasing an item with a personal credit/debit card, it is required to get approval from a member of the executive board. Please email iss.ae.illinois@gmail.com or text Marty Motz at (630) 430-7346
- Food and drink for technical meetings and work sessions will not be reimbursed
- Fill out the document titled “Illinois Space Society Expense Reimbursement Form” and follow detailed instructions listed on that document. Copies of the document can be found in the tool cart in 18c or on the website under the ‘Members’ Tab in the reimbursement section.
- All documentation of purchase must be given to Marty Motz or another member of the executive board within 10 days of purchase

**Travel Reimbursements:**
- For technical competitions, the Illinois Space Society will fund travel expenses for the following: automobile travel, automobile rental, and lodging. Members will be responsible for airfare expenses and may be subject to a partial reimbursement. Members will be notified prior to trip sign-up if they qualify for a partial reimbursement.
- For conferences and societal trips, the Illinois Space Society will partially fund travel and registration expenses. To fund the remainder of the trip, attendees will be required to provide a deposit prior to the trip. Deposit amounts will vary depending on the trip, but this information will be disclosed prior to trip sign-up. After the trip, attendees may be subject to a partial reimbursement.
- Fill out the document titled “Illinois Space Society Expense Reimbursement Form” and follow detailed instructions listed on that document. Copies of the document can be found in the tool cart in 18c or on the website under the ‘Members’ Tab in the reimbursement section.
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