



# LOS ANGELES BASIN CHAPTER

## INTERNATIONAL CODE COUNCIL

Established 1957  
[www.icclabc.org](http://www.icclabc.org)

P.O. Box 1855  
Glendale, CA 91209-1855



### ICC-LABC CHAPTER POLICY #2009-02 REIMBURSEMENT FOR COMMITTEE LUNCH

To encourage and promote participation of the general membership in any of the committees established by the Board of Directors of the ICC Los Angeles Basin Chapter, committees that meet to conduct their business as a working lunch meeting may request the Board for lunch reimbursement. Reimbursement may be granted at the discretion of the Board of Directors if sufficient funds are available. The intent of this ICC-LABC Chapter Policy is to assist the committee's Chairperson in determining when and how to request for reimbursement. The request should be made on a form provided by the Board.

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**1.0 AMOUNT ALLOWED.** The amount allowed for committee lunch reimbursement, if granted by Board, shall not be more than \$10 per participating committee member with the total for all participating committee members not to exceed \$100.

**2.0 DOCUMENTATION.** The committee's Chairperson shall furnish all of the following information to the Board Treasurer when requesting reimbursement:

- Date, location, and time of the committee meeting,
- Names of all participating committee members present at the meeting,
- Copy of the meeting minutes, and
- Copy of the receipt.