



## Pennsylvania Building Officials Conference

PO Box 82 | Bethlehem, PA 18016

(717) 730-6036 | PENNBOC.org

### Support for Members' Participation at Certain ICC Events

#### 1.0 Purpose

- 1.1 The BOD recognizes that ICC annual conferences and code development hearings are a unique opportunity for participation by PENNBOC members. To enable members who may not have adequate financial resources to attend, funds have been set aside for these purposes by the Board. Members may seek support from these funds..
- 1.2 Participation is, by its nature, an educational experience. Other opportunities are also embodied in participation and include peer networking and receipt of continuing education credits. Participation and member funding are consistent with PENNBOC's stated purpose and objectives.
- 1.3 From available funds, the Board may budget an amount it deems appropriate to fund these individual subsidies.
- 1.4 From time to time, the Board may establish or modify policies for the award, validation and implementation of the funds allocated.
- 1.5 Reimbursement will only be made to members who have requested financial support and received a commitment of support in advance of traveling to the events described in this policy.

#### 2.0 The ICC Conference/Annual Business Meeting

- 2.1 The State President and Local ICC Chapter presidents who are taking advantage of the ICC free registration for these offices, or their designated replacement officers approved by ICC, will be given first preference in the reimbursement approval process.
- 2.2 Not more than one half (1/2) of the appropriated discretionary funds will be granted as reimbursement for conference and/or annual meeting attendance unless available funds for the code development hearings exceed reimbursement requests.

#### 3.0 The ICC Code Development Hearings

- 3.1 Preference will be given to applicants who submit proof that they are registered with the ICC as voting members for the code development hearings.
- 3.2 Additional preference will be given to applicants who submit proof that they are a member of a code development committee of an ICC Chapter or PENNBOC Region.
- 3.3 Not more than one half (1/2) of the appropriated discretionary funds will be granted as reimbursement for code development hearing attendance unless available funds for the conference/annual business meeting exceed reimbursement requests.

#### 4.0 Processing Applications; Granting Reimbursements

- 4.1 Applicant must be a current PENNBOC and ICC member and submit verification of ICC membership status.
- 4.2 Reimbursement will only be made to members who have requested financial support and received a commitment of support in advance of traveling to the events described in this policy.
- 4.3 Reimbursement is limited to \$100 per day if PENNBOC is supplementing the applicant's employer-paid participation in ICC events (4.5 a)
- 4.4 Reimbursement is limited to \$200 per day if the applicant does not have benefit of employer-paid participation (4.5 b or 4.5 c).
- 4.5 Applicant must demonstrate financial need. A statement from the applicant's Department head, municipal manager or finance director, or comparably titled person responsible for authorizing training and travel expenditures, must be submitted.



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The statement must identify which of the following circumstances applies:

- a) the amount of anticipated expenses exceeds available funding that can be authorized; or,
- b) no funds for these expenses were included in the employer's current budget; or,
- c) expenditure of available budgeted funds will not be authorized due to financial constraints of the employer.

This statement must indicate if the employer will underwrite some or none of the cost of event participation.

- 4.6 Applicant must submit an itinerary that states the events and dates of proposed participation, accompanied by a cost estimate for travel, lodging, meals and other anticipated expenses.
- 4.7 All reimbursement applications must be received at the PENNBOC office no less than forty-five (45) days prior to the event for which assistance is sought.
- 4.8 All applications will be reviewed and approved or denied by the Administrator in an impartial manner, excepting priorities established in this policy.
- 4.9 When the total amount of funds sought exceeds the budgeted amount, the Steering Committee shall be notified. In this case, the Steering Committee may:
  - a. seek additional funding from the Board of Directors, or
  - b. divide available funds equally to all who submitted the appropriate application materials as prescribed.
- 4.10 All applicants will receive written (email, fax or USPS delivered) notification of an award and notice that, following submittal of receipts and proof of attendance at these ICC events, the amount allocated to their application will be disbursed.
- 4.11 Following the event and as a condition of payment, member/participant shall submit copies of documentation showing that travel, lodging and similar expenditures were made in support of participation.
- 4.12 Application must indicate party to whom payment will be made, i.e., employer or member.

*August, 2013; Rev April 2016*



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### Application for Financial Support Determination ICC Annual Conference /Code Development Hearings

NOTICE: Submitting this form and supporting information\* does not guarantee you will receive PENNBOC financial support. Applicants (the person named below) will be notified of PENNBOC's decision within 5 business days of the decision. **Applicants who incur costs of participation prior to receiving PENNBOC's determination do so at their own risk.**

Event for which support is sought \_\_\_\_\_

Location of event \_\_\_\_\_

Dates of proposed participation \_\_\_\_/\_\_\_\_/\_\_\_\_

Participant's name \_\_\_\_\_

Employer \_\_\_\_\_

Mailing address \_\_\_\_\_

City/St./Zip \_\_\_\_\_

VOICE \_\_\_\_\_ EMAIL \_\_\_\_\_

ICC member # \_\_\_\_\_ Employer is ICC governmental member: Y N

Amount of support<sup>1</sup> sought \$ \_\_\_\_\_. If approved, award check should be payable to \_\_\_\_\_ and mailed to \_\_\_\_\_.

\* Employer Statement of financial need (REQUIRED).

On employer letterhead and signed by a management level staff member *other than the applicant*, a statement validating any of the following:

- a. anticipated expenses exceeds available funding
- b. this expenditure is not in employer's current budget
- c. no viable budgeted funds due to employer's financial constraints

The information in this request and the attached employer statement is true and correct to the best of my knowledge and belief.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Send to PENNBOC, PO BOX 82, Bethlehem, PA 18016 or Email [admin@pennboc.org](mailto:admin@pennboc.org)**

<sup>1</sup>If employer is partially supporting participation, PENNBOC may award \$100 per day. If applicant is not providing support, PENNBOC may award up to \$200 per day.