



IISL Remuneration and Reimbursement Policy

A. Remuneration Policy

The Directors and Officers of the International Institute of Space Law (“IISL” or “Institute”) serve on a voluntary basis who perform minor services and who neither receive nor are entitled to receive, directly or indirectly, any remuneration. The Directors and Officers of the Institute are not employees of the Institute.

B. Reimbursement Policy

The Institute recognizes that volunteer time and contributions are vital to our success and achievement. The Institute, as a non-profit organization, strives to be fiscally prudent. IISL reimburses volunteers, consultants, and staff for reasonable expenses incurred while conducting business or performing services on behalf of the association, as authorized in this policy or as authorized by the board of directors in advance of the expenditure. IISL has developed a reimbursement policy for those who may need assistance to allow them to participate in certain association activities.

IISL will reimburse the President and the Executive Secretary for expenses of long-distance transportation, local transportation, hotel, and meals that are incurred as a result of the performance of their duties as President and Executive Secretary at the Annual Meeting of the Institute and the Spring meeting of the Institute’s Board of Directors.

IISL will reimburse expenses related to association activities for Directors, Officers, and Members that are approved by the Board of Directors.

In order to receive reimbursement, a request for reimbursement must be submitted to the Treasurer with an itemized listing of the expenses supported by receipts (copies or originals).

Airline Travel Allowance

IISL encourages making airline travel arrangements as far in advance as possible to take advantage of discounted fares. IISL will reimburse actual airline travel expenses that are made with an advance purchase of at least 21 days. If less than 21 days notice is given for a meeting, IISL will make adjustments accordingly. Persons seeking reimbursement are expected to secure the lowest available economy coach fares. IISL recognizes that individuals wish to and do benefit from personal frequent flyer programs and may have a preferred carrier. When a specific carrier’s fees are reasonable as compared with other carriers for a similar flight, the preferred carrier may be utilized. Upgrade purchases are not reimbursable.

IISL is not responsible for fees incurred for cancel/change to ticketed airline reservations to accommodate personal schedules or for oversized or additional baggage. If IISL is responsible

for a schedule change after a flight has been ticketed and it is necessary to change the flight, IISL will reimburse the change fee with appropriate documentation.

Ground Transportation Allowance

Reasonable expenses for ground transportation will be reimbursed taking into account the time of day, convenience, and personal safety. Use of public transportation, airport shuttles, and coordinated cab rides are encouraged.

Hotel Allowance

IISL will reimburse reasonable hotel costs for the number of nights necessary for the performance of an IISL related task. Hotel stays will be reimbursed at the negotiated conference rate plus tax, or up to this amount if the attendee stays at an alternate hotel.

Meal Allowance

IISL will reimburse reasonable meal costs for travel to and on the days of the IISL event. IISL will not be reimbursed for personal meal costs when a group function is provided.

Expenses Not Reimbursed

IISL does not reimburse for telephone calls, WiFi or internet services, baggage services, valet services, laundry or cleaning services, club fees, in-room entertainment, movies, mini-bar charges, or any other personal expense.