

FY24 BOARD TRAVEL STIPEND POLICY

Purpose

The Delta Institute acknowledges that the time and financial commitment required to meet the Board Participation Agreement requirements can be disproportionately burdensome and create unintended barriers to full participation in Board meetings and other activities. To reduce this potential structural barrier to board participation, Delta provides a travel stipend for its quarterly board meetings and annual board retreat.

Please note that due to the COVID-19 Pandemic all events are subject to evaluation of health risks; cancellations or revisions up to the day-of-event are possible. We appreciate your kind understanding of last-minute changes or pivots to preserve our collective safety and well-being.

Policy

All Board members will receive a travel stipend to participate in each quarterly meeting. The stipend is based on travel and lodging needs as well as estimated per diem.

	Travel			Lodging	Food	Other (childcare, etc.)	Stipend
	Local Train/Bus/Car	Commuter Train/Bus/Car	Flight				
Local	x					x	\$50
Regional	x	x		x	x	x	\$200
National	x		x	x	x	x	\$500

Stipend Amount Determination

Local is defined as travel within 100 miles of Chicago; Regional is travel within 100-499 miles of Chicago; and National is travel of 500+ miles. Miles are calculated between stated primary (home) address and Delta's office location at 35 E. Wacker, Chicago, IL 60601.

Stipend-Reimbursable Board Functions

Stipends are provided for in-person attendance at the Annual Retreat held each August, the full Board meetings (4x per calendar year), and the New Board Orientation for first-year Board Directors. Stipends are only provided for in-person attendance, not teleconferencing.

Please note that Board committee meetings, Delta external relations events, in-person events that are switched to virtual due to health considerations, or any other function beyond those listed are not stipend reimbursable.

Process

All board members receive the stipend, unless they indicate on the annual Board Participation Agreement that they opt out of receiving the stipend. If a board member does not opt out, the Director of Development and Communications and/or the Senior Associate, Finance and Operations, may contact the board member to confirm preferred mailing address and other logistics.

Stipends will be sent via mailed check to preferred mailing address within 30 days of the Stipend-Reimbursable Board Function.

Stipend Policy approved by Delta Board of Directors at Annual Meeting, June 6, 2019.