

Sample Association of Health Underwriters Policy and Procedures

POLICY TITLE: Expense Reimbursement for Chapter Travel

CLASSIFICATION: Finance

DRAFTED BY:

DATE SUBMITTED:

SUNSET DATE:

APPROVED:

PURPOSE: To control expenses and liabilities. The Association will do its best reimburse delegates who attend and participate in NAHU's Annual Convention, the regional conference and Capitol Conference. Reimbursement funding is determined on a yearly basis the Association's Board of Directors.

POLICY:

1. Reimbursement.

Expenses are paid on a reimbursement basis only. Exceptions may be made for large expenditures that may be determined to be a burden to the member. All expenses must be authorized by an Executive Board member that is not the individual submitting for reimbursement. Reimbursement is contingent on all forms are being completed and receipts received.

2. Budgeting for events.

Reimbursement budgets are part of the Association annual budget and are determined during the Association's annual budgeting process. It is the member's responsibility to submit for reimbursement for expenses that meet and/or exceed the budgeted amount. A member is not guaranteed to have his or her expenses reimbursed that exceed the budgeted amount. Reimbursement for amounts in excess of the budget are reviewed and determined on a case-by-case basis.

3. Lodging.

Hotel reimbursement is based on half of the double occupancy rate at the hotel chosen by the event sponsor. It is the member's responsibility to find a roommate to share in this cost; otherwise, the member is responsible for the balance of the hotel room. Exceptions may be made when there are an odd number of same gender attendees participating. Members may stay at different hotels when circumstances warrant, but reimbursement will be based on half of the double rate of the sponsor hotel and/or any special discounted rates obtained by the event sponsor.

4. Items not allowed.

There is no reimbursement for the following: room service, alcohol, items purchased in hotel room mini-bars, movies, massages, gyms, and other extraneous luxuries. Additionally, a member will not be reimbursed for any airline or hotel expenses if the member fails to attend the event and complete his or her stated obligation(s) for any reason.

5. No double reimbursements.

When attending an event as this chapter's representative as well as another chapter/organization's representative, this chapter may reduce the amount of available reimbursement funds to prevent double reimbursement for the same expenses. In no case will a member be reimbursed twice for the same expenditure.

6. Mandatory attendance.

Reimbursement is contingent on a member's participation in specific events, functions or activities. Any member being reimbursed to attend and/or participate in a specific capacity will be required to (*choose whichever is appropriate for your chapter*): provide a written report to the Board, write a report for the chapter's website/newsletter, provide a report to the membership at the immediate following membership meeting. If a member fails to attend any of the specified functions, events or activities or complete his or her obligation, his or her eligibility for reimburse is nullified.

7. Incidentals.

There is reimbursement for business-related incidental expenses such as meals (up to \$?? a day - *this amount should be periodically reviewed and considered when setting the chapter's annual budget. NAHU currently allows for \$75 a day including all meals and expenses.*), cabs, and tips (not to exceed 20% for any budgeted item).

There is an expectation that a member will be prudent with the chapter's money. For example, share cabs when possible, not select the most expensive restaurant when reasonable alternatives are available.

8. Special circumstances.

A member whose location is not readily accessible by air travel and cannot reasonably attend day meetings without staying overnight must obtain special permission from the executive board for an additional night's stay. When possible the less expensive of the two night options will be selected.