

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Travel and Business Expense Reimbursement

Approved: February 28, 1997
Revised: October 15, 2008
May 8, 2002

DEFINITION:

This policy applies to the reimbursement of travel and meeting expenses for the following:

- Chapter Officers;
- Speakers entitled to reimbursement;
- Members of the Board of Directors of the Chapter;
- Region 7 Regional Executive;
- National Board Members;
- National Officers;
- National HFMA Reps;
- CAT Members

POLICY:

It is the policy of the Chapter that personal expenses for Chapter member and guests(s) will not be reimbursed. Travel and meeting expenses will be reimbursed in accordance with requirements outlined below regarding specific expenses and requirements for receipts, and to the following limits:

Officers: Each year's budget may include an amount to be used by the officers for networking and business expenses incurred on behalf of the Chapter. These funds will be used at the officers' discretion and all receipts will be submitted to the Treasurer for review purposes. If the expenditure is being incurred by the Treasurer, the President or another officer in the absence of the President, must approve the expenditure. These funds are in addition to the amounts allocated for travel expenses.

All travel expenses to all Chapter and National HFMA functions will be reimbursed by the Chapter. Expenses include but are not limited to hotel room, internet usage, mileage, airfare, transportation, parking and meals.

Speakers: Travel expenses per agreement with Speaker.

Board Members: Mileage reimbursement at the current Federal government reimbursement rate to board meetings, if the member's employer will not reimburse the member for this expense.

Region 7 Regional Executive: All reasonable travel expenses to one meeting per year and additional meetings when the Regional Executive's attendance is requested by the Chapter President.

All reasonable travel expenses to one (1) Region 7 meeting per year that is not paid by National HFMA when the Regional Executive is a member of the Indiana Pressler Memorial Chapter of HFMA.

Region 7 Regional Executive-Elect:

All reasonable travel expenses to Chapter meetings when attendance is requested by the Chapter President.

All reasonable travel expenses to one (1) Region 7 meeting per year that is not paid by National HFMA when the Regional Executive-Elect is a member of the Indiana Pressler Memorial Chapter of HFMA.

National Board:

All reasonable travel expenses to Chapter meetings when attendance is requested by the Chapter President.

All reasonable travel expenses to one (1) Region 7 meeting per year when the Regional Executive is a member of the Indiana Pressler Memorial Chapter of HFMA.

National Officers:

All reasonable travel expenses to Chapter meetings when attendance is requested by the Chapter President.

National HFMA Reps:

All reasonable travel expenses to Chapter meetings when attendance is requested by the Chapter President.

CAT Members:

All reasonable travel expenses to Chapter meetings when attendance is requested by the Chapter President.

APPROVALS:

President:

Must be approved by another officer if less than \$1,000.00 and by two other officers if more than \$1,000.00.

Officers:

Must be approved by the Secretary/Treasurer or another officer if less than \$500.00 and by the Secretary/Treasurer and the President or other officer if more than \$500.00.

Board Members:

Must be approved by the Secretary/Treasurer if less than \$500.00 and by the Secretary/Treasurer and the President or another officer if more than \$500.00.

Speakers:

Must be approved by applicable Committee Chairperson and the Secretary/Treasurer if less than \$500.00, by the Secretary/Treasurer and the President or another officer if more than \$500.00.

Region 7 Regional Executive:

Must be approved by the Secretary/Treasurer if less than \$500.00 and by the Secretary/Treasurer and the President or another officer if more than \$500.00.

Region 7 Regional
Executive-Elect:

Must be approved by the Secretary/Treasurer if less than \$500.00 and by the Secretary/Treasurer and the President or another officer if more than \$500.00.

National Board
Member:

Must be approved by the Secretary/Treasurer if less than \$500.00 and by the Secretary/Treasurer and the President or another officer if more than \$500.00.

National HFMA Reps:

Must be approved by the Secretary/Treasurer if less than \$500.00 and by the Secretary/Treasurer and the President or another officer if more than \$500.00.

CAT Members:

Must be approved by the Secretary/Treasurer if less than \$500.00 and by the Secretary/Treasurer and the President or another officer if more than \$500.00.