

TITLE: Member Travel and Other Expense Reimbursement Guidelines

Date: 02/14/2014

Approval:

Original Approval: 02/14/2014

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised:

**Cross-Reference

Purpose: To ensure Chapter leaders are equitably reimbursed for their services and expenses while respecting the membership goals of the Chapter.

Policy Description: This Policy applies to Chapter leadership travel to participate in meetings such as Mini LTC, Board meeting, National LTC, ANI, etc. and for program expenses.

Definitions:

- HFMA ANI = Annual National Institute in June
- HFMA FPM = Fall President’s Meeting in October
- HFMA LTC = Leadership Training Conference in April
- CO HFMA MINI-LTC = Mini-Leadership Training Conference in May

	HFMA ANI	HFMA FPM	HFMA LTC	CO HFMA MINI-LTC
President	X	X	X	X
President-Elect		X	X	X
VP of Education			X	X
Secretary			X	X
Treasurer			X	X
Board Members				X
Chairs			X	X
Co-Chairs				X
Immediate Past President				X
Office Manager				X

Expenses Reimbursed:

All expenses must be supported by appropriate documentation (e.g. receipts, emails, invoices, etc.).

1. Mileage

- Mileage for Chapter leadership required meetings including Mini LTC, Board meetings, etc. will be reimbursed for those individuals that live beyond a 35 mile distance from the meeting/conference location.
- For travel related to nationally sponsored events/conferences, mileage will be reimbursed for round between home and location of event or from home to airport.
- Reimbursement will be at the current IRS rate.

2. Hotel Accommodations

- For local events, hotel room will be reimbursed for multi-day, Chapter leadership required events for those individuals that live beyond a 35 mile distance from the meeting/conference location.
- Hotel reimbursement will be limited to the conference group rate received for the event in the event a room at another hotel is reserved.
- For travel related to nationally sponsored events/conferences, hotel will be reimbursed. Prior approval from President must be received for national travel.
- In-room internet is reimbursed if not offered by the hotel.

3. Parking

- For local Chapter leadership required events, parking will be reimbursed.
- Travel related to nationally sponsored events/conferences, parking will be included in with car rental costs which will be reimbursed for the lesser of the car rental/parking or taxi service to and from airport.

4. Transportation:

- Airfare will be reimbursed for approved events. For airfare greater than \$400, prior approval by the Chapter President is required.
- Shuttles and taxis are reimbursed for approved events. An appropriate sized car rental is reimbursed up to the amount of a shuttle or taxi. If a car is required due to the distance between the origin and destination, fuel will be reimbursed as specified in the rental contract. Use of a rental car must be approved by the Chapter President in advance. Car insurance is not reimbursed

5. Meals

- Meals are reimbursed during travel to and from event as well as on site. No meals will be reimbursed if provided as part of the event.
- Tipping is reimbursed up to 20% of meal before tax.
- Room service is allowable.
- Receipts are required per IRS regulation.
- For group meals, the highest ranking Chapter Officer should pay the tab.

6. Educational Program Expenses

- All expenses incurred to produce and/or support an educational program are reimbursable.

7. Expense Reimbursement Request

- A Member Expense Reimbursement Form (Form) should be completed. A copy is available from the Chapter President upon request.
- Supporting receipts must be included with the Form.
- Approval of Form must be obtained by the Chapter President or designee.
- Submit Form to Treasurer for payment.

EXPENSES NOT COVERED:

1. For hotel stays, in-room movies.
2. All expenses related to spousal or significant other travel.
3. When at conferences, expenses related to individuals representing other Chapters unless prior approval is received from the Chapter President and/or there is an offset of another expense picked up by the individual (e.g. taking turns paying for meals).