



Oklahoma City Association of Health Underwriters, Inc.
Policy & Procedures

POLICY TITLE: Travel Reimbursement

CLASSIFICATION: Budget
POLICY NUMBER: 2007-10
MOTION: Carrie Cox
SECONDED: Mike Dollins
DATE SUBMITTED: April 11, 2005
DATE APPROVED: June 10, 2005
AMENDED: June 12, 2007
RENEWED: July 14, 2022
SUNSET DATE: **July 14, 2025**

PURPOSE: To establish guidelines for reimbursement of travel expenses by Association members to National and Regional Association Meetings.

POLICY: Attendees must be Members in good standing. Attendees will be reimbursed for representing this Association with funds available. Attendees will be reimbursed up to 100% of the funding which is set each year by the Board. Attendees are required to attend all General Sessions. State and Regional meetings, Breakfasts and Educational Sessions or Workshops, Leadership Workshops, Special Events and House of Delegates.

PROCEDURE(S):

- Funds will be set annually to cover Registration, Travel, Lodging, Meals and Transportation costs. Expenses over \$25.00 not accompanied by a receipt may be refused.
- Reimbursement will not include personal expenses or reimbursements from employers or other associations.
- Personal expenses include Lodging, Meals and/or Transportation for time spent for personal use, such as arriving early for sightseeing.
- Eligible Hotel expenses include Hotel room rate plus tax. Additional room charges and incidentals will be the responsibility of the member. Receipts must be provided.
 - Eligible Transportation expenses include Coach Fare Airline transportation or Airfare upgrade if Association meeting is adjourned more than 3 hours early. Receipts must be provided.
 - Eligible Transportation by Auto will be reimbursed at IRS standard mileage plus applicable toll charges. Mileage log and toll receipts must be provided.
 - Eligible Transportation expenses by ground transportation up to amount on receipt, if available.
 - Eligible Parking expenses will be reimbursed at the lowest parking rate. Receipts must be provided.

- Eligible Meal expenses will be for meals incurred while traveling on Association business. Attendee will not be reimbursed for meal expenses for family members or other non-members. Receipts must be provided.
- In the event of not making the trip or missing meetings, the Board will determine if the absence is excused. If excused, the Board will determine which costs will be covered. Excused absence includes death, sudden illness or other unforeseen events.

FINANCIAL IMPACT: The cost per delegate will be determined each year by the Board and in advance of the Association Meeting. The Board reserves the right to consider amending the allocated amount after a sanctioned trip on a trip-by-trip basis, not to exceed \$250 per attendee or 10% of the budgeted amount, whichever is greater.

Date

Attested by Secretary