

Northwest Ohio Association of Health Underwriters

Policies & Procedures

POLICY TITLE: Expense Reimbursement Policy (Board, Legislative)

CLASSIFICATION: Board/Finance

POLICY NUMBER: 2017-0001

MOTION: Ben Otley

SECONDED: Karen Irwin

DATE SUBMITTED (INITIAL):3/14/17

DATE APPROVED: 3/14/17

Purpose: To define the policies for reimbursement of expenses by members of the Northwest Ohio Association of Health Underwriters (NWOAHU) Executive Board, Legislative Chair, Legislative Vice-Chair, or Local Association Members who incur expenses in the valid course of representing NWOAHU. Reimbursement will be determined by the NWOAHU board. Such representation includes attendance at National, Region III, State, or Other Meetings where attendance has been requested or required by NWOAHU, or at monthly board and Legislative council meetings. It may also include hosting individuals at a meal when necessary to accomplish NWOAHU priorities or when contained within an approved NWOAHU annual budget. Each member is reminded that NWOAHU's image can be best served by the use of restraint rather than extravagance in spending the Association's (and therefore members') money.

Policy:

1. Total reimbursement from all submitted expenses from all sources shall be limited to the average expense reimbursement, submitted by NWOAHU attendees
2. All expense requests must be submitted within 60 days of the event, using the standard NWOAHU Expense Reimbursement Form and which must include dates and business purpose of all travel. If received after 60 days reimbursement would require board approval.
3. Itemized receipts are required for all expenses.
4. Members are expected to attend critical meetings/appointments/functions in order to be reimbursed for expenses for the following conferences. Such critical events may include:
 - a. Capitol Conference
 - i. First Timers Meeting, if a first time attendee
 - ii. Town Hall Meeting
 - iii. Region 3 Meeting

- iv. General Session
 - v. One(s) where NAHU legislative priorities are presented
 - vi. Any one that addresses issues identified as NWOAHU priorities
 - vii. Others as assigned
 - viii. Scheduled Appointment(s) with Members of Congress or their staff
 - b. NAHU Annual Convention
 - i. First Timers Meeting, if a first time attendee
 - ii. Town Hall Meeting
 - iii. Region 3 Meeting
 - iv. General Session
 - v. Voting, delegates only
 - vi. Others as assigned
 - c. Region III Meeting - Meetings as assigned
- 5. When traveling on NWOAHU business, the following expenses are eligible for reimbursement.
 - a. Event Registration
 - i. Reimbursement for registration fees will be limited to the Early Bird Registration Fee
 - b. Hotel Room & Tax
 - i. Members are expected to share a room with another member. Room charges will be reimbursed at 50% of the conference hotel room rate or the alternate hotel, for two members sharing a room, and applicable taxes. Additional room charges (upgrades, movies, etc.) and incidentals will be the responsibility of the member. If a member stays at a hotel other than the conference hotel, the reimbursement will be 50% of the conference hotel room rate. The original or a copy of the original hotel receipt showing the itemized breakdown of expenses is required.
 - c. Transportation
 - i. Airline Transportation
 - 1. Reimbursement will be limited to the 21 day advance coach airfare purchase between destinations. Reasonable parking and shuttle fees (with receipts) to and from the airport may also be submitted for reimbursement. Additional flight insurance is not a reimbursable expense.
 - ii. Automotive Transportation
 - 1. 35 cents per mile, plus any applicable toll charges (with receipts) may be submitted for reimbursement. Since Airfare

may sometimes be less expensive than driving, total mileage reimbursement will be limited to the average 21-day advance purchase coach airfare between destinations. We will reimburse the average of airfares paid by those who used airline transportation from the same departure city.

iii. Cab Fare

1. Reimbursement from airport (with receipt) when a shuttle is not available or where required to attend critical meetings/appointments/functions for association business while at the conferences listed in 4a, 4b, and 4c if no rooms were left at the conference hotel. No cab fares will be reimbursed for any personal or entertainment purposes. Airport parking will be reimbursed at the lowest parking rate available (long term vs. short term, etc.). Receipts must be provided.

iv. Baggage fees will be reimbursed up to one piece of luggage

d. Meals

- i. Reimbursement of meals will be limited to one lunch and one dinner per day, at a fair and reasonable amount not to exceed \$65 per day. Each member is reminded that NWOAHU's image can be best served by the use of restraint rather than extravagance in spending the Association's (and therefore members') money.

6. If you drive, hotel parking will be reimbursed up to the same amount as airport parking or whichever is less. There will be no reimbursement of the following expenditures:
 - a. Usage of cell phones
 - b. Personal/Business calls (not related to official association business)
 - c. Rental cars
 - d. Alcoholic beverages
7. When medically necessary, NWOAHU will reimburse expenses for meals typically covered by the events mentioned in Section 4a, 4b, and/or 4c that cannot be consumed due to allergy or other medical need. Fair reimbursement will be determined by the board at the time that afore mentioned meal is requested to be reimbursed.
8. At such time that a member holds two positions, in multiple levels of the Association of Health Underwriters (NAHU, Regional, OAHU, and/or NWOAHU), NWOAHU will reimburse meals according to section 5d and will reimburse up to \$500 for expenses incurred under of sections 5a, 5b, and 5c when not covered elsewhere.

9. Acceptable Receipt - An acceptable receipt contains all 6 of the following attributes:
 - a. Vendor/Business Name
 - i. If not printed on the receipt, ask the vendor to stamp/print the vendor/business name on the receipt or attach his/her business card
 - b. Description of what was purchased
 - i. If a description is not provided on the receipt, attach an itemized description of the item(s) purchased. If, for example, a meeting registration was paid for and the receipt does not specify the organization's name, date, or cost of the meeting, attach a copy of the complete meeting announcement to the payment document that states that information.
 - c. Total Amount Paid
 - d. Method of payment
 - i. When paid in cash, the receipt must indicate "cash." When paid by check, include the check number, the date of the check, and the name of the bank the check was drawn on. When paid by credit card, the original vendor receipt indicating "credit card Visa/MasterCard/etc." must be provided. Personal credit card receipts are not considered an acceptable receipt.
 - e. Reimbursement for more than one individual
 - i. If a member pays an allowable expense for another member at an event or if a hosted meal/event is reimbursed, the names and affiliations of those hosted and the purpose for the meal/event needs to be included on the payment.
 - f. The date of the purchase
 - i. Any receipt that does not include all of the required information is not acceptable as a receipt for reimbursement. An example of an unacceptable form of receipt is the "tear-slip" from the restaurant order form. This is the bottom portion of the waiter's order form. If this is all the restaurant offers, request a cash register receipt for the transaction and include it.

10. Expense Submission Review
 - a. The NWOAHU President and Treasurer will be responsible for implementation & administration of this policy. Any member of the NWOAHU board of trustees, Legislative chair or Vice-chair, or local association member who incurs expenses in the valid course of representing

NWOAHU may appeal a reimbursement decision to the NWOAHU Executive board.

11. A policy exemption may be presented to the NWOAHU board for specific items with prior notice.

Financial Impact will be determined annually at the Budget Meeting.