

HFMA – Wisconsin Chapter

**Board of Directors
POLICIES & PROCEDURES**

<u>Policy Title:</u> Expense Reimbursement	<u>Policy #:</u> D-01	<u>Page:</u> 1 of 2
<u>Policy and Procedure Manual Chapter:</u> Reimbursement and Payment	<u>Director Responsible:</u> Treasurer	
<u>Approval Date:</u> 03/11/2016 Revision Date: 11/09/2017	<u>Effective Date:</u> 03/11/2016	

A. PURPOSE

This policy sets forth the Chapter's expense reimbursement policy for Officers, Board of Directors and Committee Chairpersons/Members.

B. GUIDELINES

HFMA National best practices have been used to develop this policy.

C. POLICIES

The Chapter will pay for the following reasonable expenses and registration fees for Chapter Officers, Directors, and Committee Chairpersons/Members:

- **Educational Program Expenses**
 - The policy governing educational program expenses is outlined in the Chapter's Program Policy (C-1) and Officer Travel Policy (D-2)
- **Board meeting Travel Expenses / Mileage**
 - Members attending a Board meeting will be reimbursed his/her mileage expense at the IRS Mileage rate. Members attending a Board meeting will also be reimbursed one night's hotel stay, not to exceed \$150 in value if the member's one way trip mileage equals or exceeds 200 miles or as approved by the Board.
 - The above reimbursement does not apply if the Board meeting is held in conjunction with a Chapter program/educational session, the member attended the program/educational session and the attendance at the Board meeting did not create an incremental cost to the member.
- **General Operational Expenses**
 - The Chapter shall reimburse officers, directors and committee chairpersons / members for the reasonable costs incurred in conducting Chapter business. These costs may include, but are not limited to:
 - Supplies
 - Postage
 - Copying and other publication costs
 - Mileage
 - Teleconferencing

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- Meeting expenses including lunch and/or refreshments
- Other expenses as appropriate

D. PROCEDURE

All requests for expense reimbursement are to be submitted to the Treasurer on the Expense Voucher Report within 30 days of the expense being incurred to be eligible for reimbursement. Receipts for expenses must accompany the expense report for any expense in excess of \$10. Consistent with Policy B-1, any expense reimbursements requests in excess of \$1,000 must be approved by the Chapter President and, if the request is from the President and is over \$1,000, another Officer shall approve the request.

E. REFERENCES

Policy B-1, Financial Responsibility
Policy C-1, Program
Policy D-2, Officer Travel

F. DOCUMENT HISTORY

Created Date: 3/1/2015
Revised Date: March 2016
Revised Date: November 2017