

HFMA – Wisconsin Chapter

**Board of Directors
POLICIES & PROCEDURES**

<u>Policy Title:</u> Officer Travel	<u>Policy #:</u> D-02	<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	<u>Effective Date:</u> 03/11/2016	

A. PURPOSE

To identify the types of expenses and fees reimbursable by the WI HFMA Chapter for Chapter Officers.

B. GUIDELINES

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

C. POLICY

The Chapter will pay for the following reasonable expenses and registration fees for Chapter Officers:

- **Annual National Institute and President's Meeting** – Reimbursement shall include transportation, lodging, meals, and enrollment fee for the Past President, President and President-Elect.
- **Fall Regional President's Meeting** – Reimbursement shall include transportation, lodging and meals for the President and President-Elect.
- **Leadership Training Conference** – Reimbursement shall include transportation, lodging, and meals for the President, President-Elect, Secretary, Vice President-Programs, Treasurer, and other Committee Chairpersons or Committee Members as approved by the President-Elect (i.e., incoming President).
- **Region VII Conference** – Reimbursement shall include transportation, lodging, meals and registration fee (if not waived) for the Officer who represents the Chapter and performs the majority of volunteer time for the event.

The Board can approve other travel within a reasonable timeframe before travel is taken.

D. PROCEDURE

The procedure for having expenses and fees reimbursed is outlined in Policy D-1, the Expense Reimbursement.

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E. REFERENCES

Policy D-1, Expense Reimbursement

F. DOCUMENT HISTORY

Created Date: 03/01/2015

Revised Date: 03/11/2016