

CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Expense Reimbursement

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1004

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: 2006; revisions approved October 26, 2011; October 23, 2013; August 17, 2015, January 16, 2018

APPROVED BY: Board of Directors

REVIEW DATE: 2019

PURPOSE: Clarification of expenses which are eligible for reimbursement for Board Members when traveling to requested meetings in their Board service.

Notice of Meeting: For any changes to this policy, CAHU will inform Board members (or chapter representatives). Any changes to this policy will be made by a formal vote of the Board of Directors and communicated to the Board, in writing.

Reimbursement: CAHU pays expenses to members on a reimbursement basis only. Exceptions can be made for large expenditures that would otherwise have to be fronted by the member. Expenses must be authorized in advance by the Executive Board member from whose budget the expenditure will come. Members must complete a reimbursement **form** and attach receipts for all expenses. Forms should be emailed or mailed to CAHU: info@cahu.org or CAHU, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Reimbursement requests must be received in the CAHU office within **45 days after the expense** and will not be made until all forms are completed and receipts are received. For "special request" reimbursements (scholarships, etc.) you must attach the prior approval emailed to you by the CAHU President, VP of Finance, or Executive Director.

Receipts: Receipts must be attached for all items in excess of \$5.00.

Missing receipts: Must include a [Lost Receipt Form](#) with reimbursement form.

Global Budgeting for Events: CAHU prefers to pay a global amount for a member to attend an event, i.e., NAHU Convention, Regional Meetings, etc. It is the member's responsibility to submit to CAHU those expenses that meet or exceed the agreed global amount. CAHU will not pay more than the agreed amount.

Mode of travel: CAHU pays the cost of the lowest fare at the 21-day advance rate for direct flights. If you wish to add excursion flights to your trip, you will be billed for the difference. Exceptions will be made when notice of the meeting is made less than 21 days in advance. CAHU will reimburse up to \$25 per first bag checked on airline. Members who opt to drive will be compensated at the rate allowed by the IRS for mileage. Mileage will be based upon a direct route to and from the site. Reimbursement will be limited to the allowable rate for miles or the cost of a direct flight whichever is less. CAHU will reimburse for rental car, if less expensive than flight option. Rental cars from the airport to the meeting site are approved only if either, less expensive options are not available such as a shuttle or a cab. Approval is at the discretion of the Executive Director or the VP of Finance.

Lodging: CAHU does not reimburse for hotel expenses unless provided for, in writing, to the entire Board, in advance of the event.

Special circumstances: Some members do not have easy access to air travel and cannot reasonably attend day meetings without staying overnight. These members must obtain advance permission from the Executive Director or VP of Finance prior to making travel arrangements. These members may also be reimbursed for mileage in its entirety if there is no airport within reasonable distance from their home.

Items not allowed for reimbursement: Valet parking (except in cases where it is the only parking option available), alcohol, items purchased in the mini-bars in hotel rooms, movies, massages, gyms, and other extraneous luxuries. CAHU will not reimburse members for any airline tickets or hotel rooms if the member registered but failed to attend the entire event or meeting for any reason.

Incidentals: CAHU will reimburse for business-related incidental expenses such as meals, internet and shuttles or cabs to and from the airport. There is a per diem of \$100 per day for food and beverage (excluding alcohol).

When attending an event as a representative of CAHU and your local chapter, you and CAHU must determine in advance which entity will reimburse you for the expenses of the event. In no case will a member be reimbursed twice for the same expenditure. Executive Board members cannot use any balance they may have in their CAHU Executive Budgets for the NAHU Convention, CAHU Convention, or any National or Statewide Meetings. Expenses will be reimbursed for a second Chapter member to attend CAHU Board meetings, as CAHU finances permit. The local AHU President-Elect is encouraged to attend.

Mandatory attendance: To be reimbursed for CAHU Board meetings, the representative must RSVP in advance to CAHU. When CAHU pays for members to attend certain events, it is with the expectation that members will represent CAHU by attending the important meetings. For example, when members go to the NAHU convention, members are expected to vote at the House of Delegates meeting. If members fail to attend these important functions, CAHU will not reimburse members for any expenses.

Timing: CAHU issues reimbursement checks up to twice a month. Please be prompt in submitting your expense reimbursement