

**EMERGENCY NURSES ASSOCIATION
EAST BAY CHAPTER
STANDARD PROCEDURE: REIMBURSEMENT OF EXPENSES**

I. PURPOSE

The purpose of this policy is to standardize the procedure for reimbursing expenses for the expenses incurred by East Bay Chapter ENA members performing official Chapter duties.

II. PROCEDURE

General Guidelines

- 1) All requests for reimbursement must be submitted to the Chapter Treasurer prior to the end of the fiscal and calendar year on the approved Emergency Nurses Association, Reimbursement of Expenses form (*Expense Report Form can be downloaded under documents on CALENA site*).
- 2) Requests for reimbursement submitted by mail must be postmarked by the calendar year. Receipts must be attached. No exceptions other than for mileage.
- 3) Reimbursements for amounts exceeding \$300 require Board of Directors approval.
- 4) Any monies for gifts require prior Chapter Council approval.
- 4) Payment will be denied for checks not cashed within one hundred and twenty (120) days of issuance. Request for replacement may be honored (less bank fees) at the discretion of the Chapter Treasurer.

Travel Policy for Approved Meetings

- 1) The Chapter Representative, or designee, shall be reimbursed for travel to and from State Council meetings.
- 2) Selected members may receive Chapter approval for travel and/or lodging related to the State Council Leadership Symposium at the discretion of the Board.
- 3) Airfare will be 100% reimbursed if the lowest available fare is purchased twenty-one (21) days in advance of travel. (Airfare purchased less than twenty-one (21) days in advance may be denied full reimbursement. The Chapter Treasurer will determine if the airfare could have been obtained at a more economical rate should there be any question.)
- 4) Automobile mileage will be reimbursed at current IRS reimbursement rate. Total mileage reimbursement shall not exceed the amount of lowest available airfare purchased twenty-one days in advance of travel.
- 5) Delegates to the National Assembly will be reimbursed \$225.00 if said delegate attended at least three meetings, \$168.75 if attended at least two meetings, \$112.50 if attended at least one meeting. (This amount \$225.00 is from past practice.)

Chapter President

- 1) Travel expenses will be reimbursed as outlined above.
- 2) Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed

III. Reimbursement should not be requested if expenses are covered by the member's employer or other interested party.