

**EMERGENCY NURSES ASSOCIATION
LOMA PRIETA CHAPTER
STANDARD PROCEDURE: REIMBURSEMENT OF EXPENSES**

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I. PURPOSE

To standardize the procedure for reimbursement of expenses for the Loma Prieta Chapter Board of Directors, delegates to the national General Assembly and any other member that is authorized to conduct official Chapter business. This *Standard Procedure* shall be consistent with the national Emergency Nurses Association *Bylaws* and *Standard Procedures*.

II. PROCEDURE

A. GENERAL GUIDELINES

1. All requests for reimbursement must be submitted to the Chapter Treasurer prior to the end of the fiscal and calendar year. The Treasurer will have available at each meeting a Reimbursement of Expenses form. Requests for reimbursement submitted by mail must be postmarked by 31 December. **Receipts must be attached. No exceptions (other than mileage).**
2. Payment will be denied for checks not cashed within one hundred and twenty (120) days of issuance. Requests for replacement may be honoured (less bank fees) at the discretion of the Treasurer.
3. Travel to and from Chapter meetings, including any monies spent on food or other extraneous expenses, will not be reimbursed. It is the expectation, however, that the members of the Board of Directors and Chairpersons of Committees will make every attempt to attend regularly scheduled Chapter meetings. If unable to attend, the President shall be notified prior to the meeting. Any information that is expected to be required at the meeting should be submitted to the President either in person, via courier, facsimile or e-mail prior to the meeting.

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B. BOARD OF DIRECTORS

As a gesture of appreciation for having served as President of the Loma Prieta Chapter and in recognition all of the time and effort that is involved, the following items will be reimbursed at the stated amounts.

1. Round-trip airfare, purchased at least twenty-one (21) days in advance of travel, to and from the national General Assembly and Scientific Assembly, shall be 100% reimbursed.
2. Scientific Assembly registration fee will be reimbursed at the Early Registration Fee stated amount listed in the official brochure. This does not include any additional tours and / or activities that the President wishes to participate in; it is **only** the Scientific Assembly registration fee.
3. The President will be reimbursed for lodging at one-half of the double occupancy rate, for a hotel room at one of the participating hotels listed in the official brochure, for up to five (5) nights.
4. Disbursement of monies amongst the delegates representing the California State Council will also include the President if he / she is attending the General Assembly as a delegate.

The Loma Prieta Chapter Representative to the California State Council will be reimbursed for expenses incurred attending regularly scheduled State Council Meetings. The following items are included; any additional items will be at the discretion of the Board.

1. Travel expenses to and from meetings shall be reimbursed at the following rate: for Northern California meetings, mileage will be reimbursed at the national ENA rate or the California State Council rate, whichever is higher; airfare, purchased twenty-one (21) days in advance, will be reimbursed for Southern California meetings. A one night stay at the hotel, or near the location where the meeting is held, will be reimbursed at the rate of one-half of a double room rate if the meeting is held more than 90 miles from the Representative's home. This applies to both Northern California meetings and Southern California meetings. Reimbursement for meeting locations closer than 90 miles from home is at the discretion of the Board.

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C. GENERAL ASSEMBLY DELEGATES

1. Members of the Loma Prieta Chapter that are chosen to be delegates representing the California State Council to the General Assembly shall receive a per diem from the Chapter.
2. The number of delegates, as well as the amount of monies in the Chapter Treasury, varies from year to year. It is impossible to predict either amount. Therefore, the amount of money to disburse may change on a year to year basis. However, it is the intention of the Chapter to encourage members to apply to be delegates and a reasonable per diem will help to offset any expenses.
3. The Treasurer will announce at the May Chapter meeting the total assets in the Treasury. The amount disbursed will be up to fifty percent (50%) of those total assets but not more than two hundred and twenty-five dollars (\$225) per person.
4. To receive the per diem, the member must complete his/her delegate duties as defined by the California State Council.
5. Disbursement of funds will be within thirty (30) days of receipt of a completed Delegate Expenses Form and no later than 31 December of that calendar year.

APPROVED BY THE CHAPTER: January 2000
EFFECTIVE DATE: January 2000
REVIEW / REVISION DATE: February 2009