



California State Council

POLICY AND PROCEDURE

Title: Delegate Reimbursement Disclosure Policy	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 08/01/2016
Review Date(s):	Approval Date: 01/12/2017
	Revision Date:

I. POLICY PURPOSE:

The purpose of this policy is to outline the reimbursement of members of the California State Council Emergency Nurses Association (Cal ENA) who are serving as Delegates to the ENA General Assembly.

II. POLICY BACKGROUND:

This policy is meant to explain how Delegates are assisted in their travel reimbursement as it relates to Internal Revenue Service Code. Cal ENA recognizes that members serving as Delegates to the Emergency Nurses Association General Assembly may receive funds from sources other than Cal ENA. Pursuant to the Internal Revenue Service code, members are not to personally profit from Cal ENA reimbursement. Therefore, all Delegates must declare if they are receiving funds for transportation, per diem, lodging, conference registration or any other costs associated with attending the General Assembly.

III. PROTOCOL:

1. If receiving monies from other sources (i.e. your hospital, grants, or any other money that is not from you personally or Cal ENA), members are entitled to receive monies totaling no more than the actual costs incurred to serve in the role of Delegate.
2. If a member receives funds from an outside source after attending the General Assembly then they will reimburse Cal ENA for the difference. A Delegate may receive monies and/or reimbursement from an outside source for their registration fee to the Scientific Assembly. However, if you do receive funding for your registration for another source, you may not also turn this into Cal ENA as part of your reimbursement.
3. Cal ENA monies are intended to be used as a per diem to cover expenses such as meals, ground transportation, parking and other sundries, for example.



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4. If a Delegate knowingly accepts fund from an outside source and from Cal ENA, thus personally profiting from attending the General Assembly, the Cal ENA Board of Directors may take the following actions:
 - i. Delegate will reimburse Nebraska ENA all monies received from Cal ENA.
 - ii. Delegate/member may be prohibited from serving as a Delegate for future General Assemblies.
 - iii. Delegate/member may be prohibited from serving as a Chapter or State elected office or appointed representative.