



MDAHU Travel Expense Policy

Statement of purpose

This document serves to clarify how travel expenses incurred while representing MDAHU membership should be approved and reimbursed.

All reimbursed travel by MDAHU must be approved by the board. Reimbursement shall be for reasonable and necessary travel expenses. Reimbursement is allowed when board members or a member at large meet the requirements for a MDAHU reimbursed travel. Expectations regarding responsibilities of the reimbursed travel shall be determined by the board. MDAHU relies upon individual judgement at all levels of the organization in determining whether expenses are necessary and reasonable.

Timing of expense reporting

Complete expense report submissions shall be submitted no more than 45 days after event to the board treasurer. It shall be submitted with the proper expense form and receipts. The treasurer is responsible for reviewing the expense report. Once travel is approved by the board, some expenses may be reimbursed to the member in advance of the conference, meeting or event.

Expectation for reimbursement

Capitol Conference mandatory attendance requirements: Daily general sessions, regional meetings, meetings or training that pertain to the board position that you hold, assigned meetings with members of congress and/or any other session assigned to a member by the current MDAHU President.

Annual Convention mandatory attendance requirements: Daily general sessions, regional meetings, sessions that pertain to the board position that you hold, Town Hall meetings, Awards session and/or any other session assigned to a reimbursed attendee by the current MDAHU President. **Most importantly**, if you are an official delegate, you must become credentialed in accordance with the guidelines and time frames issued for that specific conference. You must also attend the entire House of Delegates meeting and cast your vote.

Regional Meeting mandatory attendance requirements: Will be determined by the Executive Board prior to the regional meeting.

State Meetings or Board sanctioned event attendance requirements: will be set by the Executive Board prior to those meetings or events.

Absentee/or No-Show Policy

If a member has been reimbursed for travel for an event but doesn't attend the mandatory requirements, the MDAHU Board will determine if the member needs to refund any reimbursed funds back to MDAHU. An exception to this policy will be made if an emergency situation occurs i.e., a situation that is out of the member's control, i.e., illness, travel cancellations not created by the member, family or work conflict, etc.

Mileage Reimbursement

Should a board member decide to drive versus fly to an event, mileage will be reimbursed up to the average cost of round-trip airfare.

Alcohol Reimbursement

The Board of Directors reserves the right to request additional information on any alcohol reimbursement if necessary.

All decisions regarding final reimbursement will be subject to above guidelines and board approval.