

Virginia Association of Health Underwriters Policy and Procedures

POLICY TITLE: Expense Reimbursement for VAHU Board Meeting Travel

CLASSIFICATION: Finance

DRAFTED BY: NAHU TEMPLATE

DATE SUBMITTED: 11/16/2012

SUNSET DATE:

APPROVED: 11/14/2012

PURPOSE: To control expenses and liabilities.

POLICY:

1. Scope

This policy shall apply to board members who travel in excess of 50 miles (one way, over 100 miles total) to attend a VAHU state board meeting, not to exceed 4 times per year.

2. Reimbursement.

Expenses are paid on a reimbursement basis only. Reimbursement will be at the then current IRS mileage rate. Reimbursement form must be submitted to the VAHU state treasurer.

3. Budgeting for events.

Reimbursement budgets are part of the Association annual budget and are determined during the Association's annual budgeting process. Reimbursement for amounts in excess of the budget are reviewed and determined on a case-by-case basis by the board of directors.