

FINAL COPY
APPROVED BY THE BOARD ON OCTOBER 9, 2009

**Healthcare Financial Management Association
Northern California Chapter
Expense Reimbursement Policy**

1. The purpose of this policy is to establish consistent reimbursement practices for authorized expenses.
2. Attendees are expected to attend all sessions of the approved conference or meeting that is being paid for by the Chapter.
3. Authorization for business expenses are to be approved in advance.
4. All expenses are to be properly documented and supported by actual receipts.
5. The member will use the standard expense claim form available through the Chapter's office.

Allowable Expenses:

1. Conference/Meeting Registration: Not to exceed the actual expense. When meals are provided as part of the conference, no additional meal expenses will be paid.
2. Hotels: When appropriate, accommodation should be where the best rates can be obtained or those being recommended by HFMA. The Member will be responsible for additional nights (outside of the official conference dates) and other expenses charged to the room.
3. Meals: Reimbursement for meals while "away from home" is limited to a maximum of \$50 per day and must be accompanied by a detailed receipt.
4. Transportation: Air travel will be at the most economical rate available, not to exceed "coach" class. Members are encouraged to plan well in advance in order to get the lowest/best rates.
5. Auto Rental: Expense not to exceed a "standard" car. The Chapter will not reimburse for parking or traffic tickets.
6. Mileage Reimbursement: Will be at the established IRS rate.
7. Other expenses will be reimbursed if deemed necessary and appropriate.
8. Approval: Prior to an activity that is to be reimbursed by the Chapter, the member will obtain the approval of either the Chapter President or President-Elect. After the activity/travel is completed, the member will submit all original receipts within 30 days on the Chapter's expense report form.
9. There will be no cash advances for any activity unless approved by both the President and President-Elect.

Expenses Covered for the President and President-Elect:

1. The President and President-Elect are required to attend Regional and National events (e.g., Region 11 Conference, ANI and Fall Presidents Meeting).
2. The Chapter will pay for allowable expenses covered by this policy. Additional expenses such as chapter dinners will need the approval of the full Executive Committee.