

## Ventura County of Health Underwriters

### *Expense Reimbursement Policy*

1. **Reimbursement** – VCAHU pays expenses to members on a reimbursement basis only with valid receipts. Exceptions can be made for large expenditures that would otherwise have to be fronted by the member. Expenses over \$25 must be authorized by the president and treasurer. Members must complete a reimbursement form and attach receipts. Forms and receipts must be faxed or emailed to PESC. Reimbursements will not be made until all forms are completed and receipts are received.
2. **Mode of Travel + Amount of upgrade less allowable expenses will be paid by the member**– VCAHU pays the cost of the lowest fare at the 21-day advance rate for direct flights. If you wish to add excursion flights to your trip, you will be responsible for the difference. Exceptions will be made when notice of the meeting is made less than 21 days in advance. Members who opt to drive will be compensated at the rate allowed by the IRS for mileage. Mileage will be based upon a direct route to and from the site. Reimbursement will be limited to the allowable rate for miles, or the cost of a direct flight, whichever is less.
3. **Conference Fees** – VCAHU reimburses the cost of the early-bird registration. If reservations are made after the early-bird deadline, it is the member's responsibility to pay the difference.
4. **Lodging** –VCAHU reimburses the cost of hotel accommodation based upon a standard hotel room rate chosen by the event sponsor. Members may stay at different hotels when circumstances warrant (i.e. hotel is sold out). Reimbursement will be limited to the rate paid to the hotel of choice at any special discounted rates obtained by the event sponsor unless the hotel is sold out prior to the 21-day advance booking. Reimbursement is only for the days of the event, and any necessary travel days, for a standard room with no upgrades.
5. **Items not allowed** – VCAHU does not pay for the following : items purchased in the mini-bars in hotel rooms, movies, massages, gyms, and other extraneous luxuries. VCAHU will not reimburse members for any airline tickets, hotel rooms, or conference fees if the members register but fail to attend any applicable sessions.
6. **Incidentals** – VCAHU will reimburse for business-related incidental expenses such as internet on plane and in room, miles to and from airport, cabs, tips, and airport parking for the days of the event or airport transportation. VCAHU will also reimburse food up to \$100 per day of the event or on a pro-rated basis for a day prior to/after the event when the member is required to report early or leave late.
7. **No duplicate reimbursement** – When attending an event as a representative of VCAHU and your state or national association, you and VCAHU must determine in advance which entity will reimburse you for the expenses of the event. In no case will a member be reimbursed twice for the same expenditure.
8. **Mandatory attendance** – When VCAHU pays for members to attend events, they are expected to represent the chapter and attend all general sessions and sessions pertaining to their board position. Failure to attend meetings results in nonpayment of all event related expenses. Priority goes to the chapter that pays your way to the event (i.e. VCAHU pays you attend based on your VCAHU board position).
9. **Timing** – VCAHU writes checks each week on Tuesday. Please submit your reimbursement requests within 30 days of the event.
10. **Exceptions to the above are subject to board approval.**
11. All reimbursements are limited to the total budget amount approved by the board. Under no circumstances can reimbursement amounts exceed the total budgeted amount.