

POLICY TITLE: Event Attendance Policy  
MOTION:  
SECONDED:  
DATE SUBMITTED: January 30, 2013  
DATE APPROVED: April 4, 2013  
APPROVED BY: AAHU Board of Directors

**PURPOSE:** To establish an attendance policy for NAHU/AAHU sponsored events.

**PROCEDURE(S):** The following process shall be followed as it pertains to providing reimbursement for attendance at AAHU/NAHU events, including but not limited to CAP Conference, Day on the Hill, and Region 8 Leadership Conference.

1. Individuals selected for AAHU sponsored events, per the event selection policy, are eligible for reimbursement of certain reasonable and necessary expenses related to their attendance. Their attendance is mandatory at all functions related to the sponsored event. Including but not limited to pre-meetings, meetings, breakout sessions and related activities. If a member fails to attend any of the specified events, functions and/or activities or complete his or her obligation, his or her eligibility for reimbursement is nullified.
2. Members will represent AAHU to the best of their ability and are expected to behave professionally at all times.