

**ALASKA ASSOCIATION OF HEALTH UNDERWRITERS (Alaska AHU)
POLICY & PROCEDURES**

POLICY TITLE: Expense Reimbursement Policy
MOTION: Karen Reynolds
SECONDED: Juna Penney
DATE SUBMITTED: October 06, 2009
DATE APPROVED: November 04, 2009
DATE REVISED: April 4, 2013
DATE REVISED: April 18, 2016

APPROVED BY: ALASKA AHU Board of Directors

PURPOSE: To control expenses and liabilities. AAHU provides reimbursement for approved expenses related to the operations of AAHU.

1. **Reimbursement:** AAHU will reimburse members for approved expenses.
 - a. Members are required to complete an Alaska AHU Expense Report and must attach detailed receipts for all expenses. A credit card receipt is not considered a detailed receipt.
 - b. The expense report must be approved by the board member or committee chair with budget responsibility for the expenditure
 - c. The expense report and associated receipts must be approved and signed by the President and Treasurer. The Immediate Past President will approve expense reports in the absence of the President.
 - d. The approved expense report and associated receipts will be submitted to the Treasurer for reimbursement.
 - e. AAHU will continue to reimburse for expenses in the event there is a delay in travel due to an "Act of God". AAHU will continue to reimburse expenses until the soonest travel arrangements can be made.
 - f. The Treasurer will review and approve the expense report, and provide reimbursement for the approved expenses
 - g. Reimbursements will not be made until all forms are completed and all receipts are received.

2. **Written Reports:** Individuals selected for AAHU sponsored events, per the event selection policy are eligible for reimbursement of reasonable and necessary expenses related to their attendance at said events.
 - a. The attendee will be required to provide a written and / or verbal report to the Board of Directors at the next monthly Board meeting following the event attended in order to receive reimbursement. The attendee may also be asked to provide a written and / or verbal report during the monthly Membership luncheon meeting following the event attended.

- b. Expenses will not be reimbursed if member fails to comply with the Event Attendance Policy, exceptions will be made for medical and family emergencies
2. **Budgeting for AAHU Sponsored Events:** Reimbursement budgets are part of the Association's Annual budgeting process. It is the member's responsibility to submit for reimbursement for expenses that meet and/or exceed the budgeted amount. A member is not guaranteed to have this or her expenses reimbursed that exceed the budgeted amount. Reimbursement for amounts in excess of the budget are reviewed and determined on a case-by-case basis.
3. **Travel:** Travel arrangements will be coordinated with the Executive Director to ensure the lowest priced airfare and travel arrangements. In the Executive Director's absence, the responsibility of coordinating airfare will be at the discretion of the President. Travel Arrangements to and from the Event is the responsibility of the members attending the AAHU sponsored event and must be purchased at least 60 days prior to event. The attendee will provide a "Screen Shot" of alternate flight options when purchasing the travel arrangements. If you wish to add excursion flights to your trip, you will be responsible for the cost and documentation of the difference. Some events may be located geographically such that members might opt to drive. Reimbursement will be done on the rate allowed by the IRS for mileage.
4. **Lodging:** Lodging arrangements will be coordinated with the Executive Director. In the Executive Director's absence, the responsibility of coordinating lodging arrangements will be at the discretion of the President. Alaska AHU reimburses the cost of hotel accommodation based upon double occupancy at the hotel chosen by the event sponsor. Exceptions may be made when there are an odd number of same gender attendees or attendees of opposite gender. Members may lodge at different hotels when circumstances warrant, however, arrangements must be coordinated with Executive Director.
5. **Items not allowed:** Alaska AHU does not pay for luxury items including, but not limited to the following: alcoholic beverages, massages, gyms and other luxury items.
6. **Incidentals:** Alaska AHU will reimburse for documented business-related meal and tip (not to exceed 20% gratuity) expenses, not to exceed \$75.00 a day. AAHU will also reimburse for travel to and from the airport, to include reimbursing for any travel at a NAHU/AAHU sanctioned event. Since AAHU is a non-profit organization, members are expected to be prudent with the chapter's money.
7. **No double reimbursements:** When attending an event, members are encouraged to secure alternative sources of funding (i.e. employers, NAHU, etc.). Prior to attending an event, you should arrange in advance with Alaska AHU which entity will reimburse you for the event expenses.
8. **Special circumstances:** Some members do not have easy access to air travel and cannot reasonably attend day meetings without an overnight stay. Reimbursement for lodging will be considered, yet the member must obtain advance permission from the President.

9. **Timing:** Expenses submitted to the Treasurer more than 60 days after the event will not be reimbursed.