

Utah Association of Health Underwriters
Board Members Expense Reimbursement Policy

July 2012

Amended January 2016

All UAHU members are welcome to attend NAHU Capitol Conference and National Convention. Reimbursement for expenses listed below only apply to Board Members invited by the Executive Board to attend those meetings.

1. **Mandatory Attendance:** When UAHU pays for members to attend certain events, it is with the expectation that members will represent UAHU by attending the important meetings. For example, when members go to the NAHU Convention, members are expected to vote at the House of Delegates meeting. If members fail to attend these important functions, UAHU will not reimburse members' for any expenses
2. **Reimbursement:** UAHU pays expenses to members **on a reimbursement basis only.** Exceptions can be made for large expenditures that would otherwise to be fronted by the member. Expenses must be authorized by the Executive Board members from whose budget the expenditure will come. Members must be complete a reimbursement form and attach receipts for all expenses. These may be sent to the current President. Reimbursement will not be made until all forms are completed and receipts are received.
3. **Global budgeting for Events:** UAHU prefers to pay a global amount for a member to attend an event, i.e., NAHU Convention, Regional Meetings, Capitol Conference, etc. It is the member's responsibility to submit to UAHU those expenses that meet or exceed the agreed amount. UAHU will not pay more than the agreed amount.
4. **Mode of Travel:** UAHU 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 billed 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.
5. **Lodging:** UAHU reimburses 100 % of the cost of hotel accommodation for board members based upon a standard hotel room rate chosen by the event sponsor. Members may stay at different hotels when circumstances warrant. Reimbursement will be limited to the rate paid to the hotel of choice at any special discounted rates obtained by the event sponsor. The Executive Board will be judicious about checking for lower room rates in proximity of conference hotel.
6. **Items not Allowed:** UAHU does not pay for the following: alcohol, items purchased in the mini-bars in hotel rooms, movies, massages, gyms, and other extraneous luxuries. UAHU will not

reimburse members for any airline tickets or hotel rooms if the members register but fail to attend the event for any reason.

7. **Food:** UAHU allows for a food stipend for meals not provided by the conference. Breakfast: \$15; Lunch: \$20; Dinner: \$35.
8. **Incidentals:** UAHU will reimburse for business-related incidental expenses such as cabs, and tips (not to exceed 20% for any budgeted item). UAHU expects attendees to be prudent. For example, share cabs when possible. Do not select the most expensive restaurant when reasonable alternatives are available.
9. **No Double Reimbursements:** When attending an event as a representative of UAHU and your local chapter, you and UAHU 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..
10. **Special Circumstances:** Some members do not have easy access to air travel and cannot reasonably attend day meetings without staying overnight. You must obtain special permission from the chairperson of the event in question to fly in the evening before the meeting and stay overnight.
11. **Timing:** Please submit your reimbursement requests as soon as possible, preferably within 7 days after the event, so your reimbursement can be processed promptly. Check will be issued by the Treasurer and an officer of the association must countersign so your expense reimbursement may take several weeks to arrive after submission to the President.