

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Reimbursement Guidelines for National Committee Members
CLASSIFICATION:	Committee
POLICY NUMBER:	05-03- CMT
DEPARTMENT COORDINATOR:	Finance and Committee Liaisons
MOTION:	Mel Schlesinger
SECONDED:	Denny Ebersole
DATE SUBMITTED (INITIAL):	December 6, 2005
DATE APPROVED:	December 12, 2005
AMENDED:	June 24, 2011
APPROVED BY:	Board of Trustees
SUNSET DATE:	2014

PURPOSE: To set forth guidelines for reimbursement for National Committee Members.

POLICY: Reimbursement will work as follows:

1. A designated maximum amount maybe reimbursed for Capitol Conference for airfare, lodging and other expenses. Registration for the meeting may be comped.
2. To qualify for reimbursement, the committee members must attend 75% of their required committee conference calls between July 1 and December 31, and be present at both the committee meeting and Regional breakout session held at Capitol Conference.
3. A designated maximum amount may be reimbursed for Convention for airfare, lodging and other expenses. Registration for the meeting may be comped.
4. To qualify for reimbursement, the committee members must attend 75% of their required committee conference calls between July 1 and June 30, and be present at committee meetings and regional breakout sessions held at Capitol Conference and/or Convention.
5. Required committee conference calls include the national monthly committee meeting call, the monthly Regional call with their RVP and the monthly call of State Committee chairs for their respective committee, as expected by the National Committee Chair and respective Regional Vice President.
6. If a committee member does not meet the standards for reimbursement it is the responsibility of the national committee chair to inform the RVP prior to the event.
7. Travel to regional meetings is covered under the RVP's budget and committee members must coordinate with RVP's to determine budgeted amounts.
9. Committee members may not transfer the money to another member if they are unable to attend a meeting, nor may they use Capitol Conference or Convention funds for other travel expenses.
10. If the National Committee Chair and/or Regional Vice President believe the member would have met their commitment except for extenuating circumstances, they may request that the NAHU President waive the attendance requirement.

RESPONSIBILITIES: The responsibility for ensuring that reimbursement guidelines are met will first be dependent on the source of funds. If the source of the reimbursement is the national

committee budget, than the national chair has responsibility. If the source of reimbursement is the regional budget, than it is the responsibility of the RVP. To determine available reimbursement of national committee members, please contact NAHU's CFO.

PROCEDURE(S): In cases where registration is complementary, members must utilize the designated coupon code for on-line registration. Expenses must be submitted on the approved NAHU Expense Reimbursement form. The Treasurer will inform those included in this reimbursement within 60 days of the Board's decision at their Budget meeting.

FINANCIAL IMPACT: Will be determined annually at the Board's Budget Meeting