

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

POLICY TITLE:	NAHU Travel and Entertainment Policy
CLASSIFICATION:	Finance
POLICY NUMBER:	98-01-F
DEPARTMENT COORDINATOR:	Finance
MOTION:	Bob Tretter
SECONDED:	Ruth Houkom
DATE SUBMITTED:	April 15, 1998
DATE APPROVED:	June 6, 1998
AMENDED:	February 16, 2009
RENEWED:	November 17, 2008
APPROVED BY:	Board of Trustees
SUNSET DATE:	2012

PURPOSE: To define the policies for travel and entertainment by members of the NAHU Board of Trustees, its committees, task forces, advisory groups and subsidiaries and NAHU staff or others traveling at NAHU expense for meetings where attendance has been requested or required. Each member is reminded that NAHU's image can be best served by the use of restraint rather than extravagance in spending the Association's (and therefore the members') money.

POLICY:

1. All expense requests must be submitted using the standard NAHU expense reimbursement request form, which must include dates and business purpose of all travel and/or entertainment.
2. Receipts are required for all expenses of \$25.00 or more, but a receipt should be provided for every expense when possible. Expenses over \$25.00 not accompanied by a receipt may be refused. Receipts should detail the NAHU business purpose of the expense and list the individuals involved.
3. When traveling on NAHU business, the following expenses are eligible for reimbursement:
 - A. **Single hotel room rate and tax.** This will be billed to the NAHU master account when attending an NAHU function – Convention, Capital Conference, budget or board meeting. Additional room charges (upgrades, computer/fax equipment charges, movies, etc.) and incidentals will be the responsibility of the member.
 - B. **Transportation.**
 - Airline transportation – coach fare only. NAHU encourages travelers to use NAHU's official travel agency. Airline tickets may be charged directly to NAHU's account unless specifically authorized by NAHU's Chief Financial Officer. Airport parking will be reimbursed at the lowest parking rate. Receipts must be provided.
 - Airfare upgrade – Reimbursed if national meeting is adjourned more than 3 hours early.
 - By car – Will be reimbursed at IRS standard, plus applicable toll charges; please provide all toll receipts. Reasonable parking fees may be submitted in addition to travel expense.

Total mileage reimbursement will be limited to reasonable coach airfare between destinations.

- By cab – for inner-city destinations only. Not to be used for travel between cities. Receipts required for all cab fares.

C. Meals – Breakfast, lunch, and dinner. NAHU will reimburse a maximum of \$75/day for all meals incurred by an individual traveling on NAHU business. Additionally this limit will apply per person if more than one person's meal expense is included in the reimbursement request.

When submitting meal expenses for yourself and others, you 7/10/2008 <http://www.nahu.org/about/policies/Finance/06-06TravelEntertainmentPolicy.htm> must identify the participants and the reason for the expense. You will not be reimbursed for meal expenses for family members or for the cost of alcoholic beverages. NAHU will only reimburse for meals **not** provided during meeting or event. Meal reimbursement is only for those conducting valid NAHU business, and shall not be used to recognize and/or reward members or others. **Meal receipts need to have the food itemized and not just be the credit card receipt or they will not be reimbursed.**

D. Expenditures on Members. NAHU funds are **not** to be used to host **non-budgeted meal functions or other events**, or to purchase non-budgeted gifts, whose purpose is recognition or appreciation for NAHU members, volunteers or representatives. NAHU shall not reimburse the purchase of alcoholic beverages either as part of a meal or as a stand alone item (i.e. a "bar tab").

E. Baggage. The association will reimburse the expense for excess baggage only if the excess is Association business material essential to the trip.

4. When submitting non-travel related expenses, all receipts must be included, with an explanation of the purpose of the expense.
5. NAHU officers or committee members invited to NAHU chapter-sponsored events (sales symposia, regional meetings, legislative conferences, etc.) to serve in an official capacity should not be charged registration fees by the sponsoring chapter. The NAHU officer or committee member should clarify this with the chapter prior to the event.
6. NAHU travelers attending in a non-official and non-budgeted capacity will not be reimbursed for their expenses.

Expense Submission Review. The NAHU Personnel Committee will be responsible for the implementation and administration of this policy. All individual expense items greater than \$100 will be reviewed by the Personnel Committee prior to reimbursement. Any expense item under \$100 that is a questionable expense will likewise be reviewed by the committee. NAHU members may, with prior notice, request a policy exemption from the Personnel Committee for a specific expense item. A NAHU member may appeal a reimbursement decision to the committee. **All expense reimbursement requests must be received by NAHU headquarters within 60 days from the date incurred. Requests received after 60 days will require board approval.**

FINANCIAL IMPACT: None.