



Virtual Meeting (VM) Reimbursement Policy Adopted 9-12-2022

1. Purpose

To have a standardized process that outlines:

- A.** Who may apply for reimbursement.
- B.** The procedure for requesting reimbursement.
- C.** To outline HANA's expectations for reimbursement
- D.** To remind participants of their fiduciary responsibility to HANA and the state membership

2. Objectives

- A.** To have HANA board of director (BOD) and membership participation in American Association of Nurse Anesthesiologists (AANA) meetings.
- B.** To have HANA representation at the national level.

3. Applicants

- A.** CRNAs that have been elected to the HANA BOD but not installed will be reimbursed.
- B.** HANA BOD members will be reimbursed for AANA virtual meetings (Congress, Mid-year, Leadership Summit).

4. Procedure

Action	Documentation	Timeline	Completed by
Apply for reimbursement approval	BOD minutes	BOD meeting prior to virtual meeting	Applicant and BOD
Apply for reimbursement	VM Reimbursement Form and receipts	Within 30 days of attendance	Applicant
Application approved	Completed VM Reimbursement Form	Within 10 days of receipt	Treasurer
Reimbursement mailed to applicant	Bank Statement or QuickBooks Online	Within 10 days of receipt	Treasurer

- A. The maximum available to participants is the amount of the early registration fee.
- B. Participants may not receive funds from HANA for any expense their employer has or will reimburse.
- C. The amount of reimbursement may be less than the total cost of the meeting depending on:
 - 1. The amount budgeted for meetings
 - 2. The number of applicants

5. HANA's Expectations

- A. As a requirement for reimbursement, directors will attend the AANA business meeting at the Annual Congress to represent Hawaii.
- B. Participants are expected to attend most of the session(s) and be visible.
- C. Directors are reminded of their fiduciary duty to be responsible stewards of the state association and members.