



## **TRAVEL REIMBURSEMENT POLICY**

Adopted November 13, 2022

### ***1. Purpose***

The Board of Directors of the Hawaii Association of Nurse Anesthesiology (HANA) recognizes that board members may be required to travel to conduct organizational business and to further the mission of the professional organization. The purpose of this Policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred. All travel must be approved by the current Board of Directors (BODs). It is the policy of HANA to only reimburse reasonable and actual expenses incurred by individuals representing HANA. When incurring travel expenses HANA expects individuals to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend HANA member funds in accordance with HANA BOD's fiduciary responsibilities.
- Report expenses, supported by required documentation, as they were actually spent.

### ***2. Covered Expenses***

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written/electronic Expense Report. The Expense Report, which shall be submitted to the Treasurer within two weeks of the completion of travel and must include:

- Receipt of conference registration.
- Receipt of economy class airfare ticket.
- Receipt of hotel accommodations for total length of conference attended.

### ***3. Per Diem***

A per diem will be reimbursed to the traveler at a rate of \$75 per day to include travel days to and from conference location. Per diem funds are meant to cover meals and all incidentals related to travel to include any airport transfers and/or alternative transportation costs.

### ***4. Travel Requirements***

It is the expectation that each traveler will provide the BOD with a written summary of the information from the conference attended within 30 days of return.

