

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

<b>POLICY TITLE:</b>	Reimbursement Guidelines for National Committee Members
<b>CLASSIFICATION:</b>	Committee
<b>POLICY NUMBER:</b>	05-03- CMT
<b>DEPARTMENT COORDINATOR:</b>	Finance and Committee Liaisons
<b>MOTION:</b>	Mel Schlesinger
<b>SECONDED:</b>	Denny Ebersole
<b>DATE SUBMITTED (INITIAL):</b>	December 6, 2005
<b>DATE APPROVED:</b>	December 12, 2005
<b>AMENDED:</b>	June 24, 2011
<b>APPROVED BY:</b>	Board of Trustees
<b>SUNSET DATE:</b>	2020

**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.

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.

2. A designated maximum amount may be reimbursed for Convention for airfare, lodging and other expenses. Registration for the meeting may be comped.

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 Annual Convention.

3. 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.
4. 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.
5. Travel to regional meetings is covered under the RVP's budget and committee members must coordinate with RVP's to determine budgeted amounts.
6. 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.

7. If the National Committee Chair and/or Regional Vice President believe the member would have met their commitment except for extenuating circumstances, the National Committee Chair and/or Regional Vice President may request that the Finance Committee 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, then the national chair has responsibility. If the source of reimbursement is the regional budget, then 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