

A. MEMBER TRAVEL REIMBURSEMENT

Purpose: To establish guidelines for travel reimbursement for NYAHS/FLTC/NYAHS Services, Inc./ADHCC members attending official association meetings.

Definitions:

- a. Meetings:** Official meetings of NYAHS/FLTC/NYAHS Services, Inc./ADHCC committees or other groups, or of public agencies on which NYAHS/FLTC/NYAHS Services, Inc./ADHCC is represented or at which NYAHS/FLTC/NYAHS Services, Inc./ADHCC is testifying.
- b. NYAHS/FLTC/NYAHS Services, Inc./ADHCC Member:** A person officially designated by NYAHS/FLTC/ NYAHS Services, Inc./ADHCC to represent the association or the membership during official meetings.
- c. Reimbursement:** Payment for expenses in accordance with guidelines, with the following exceptions:
 - 1. Meetings conducted during the spring institute or any other scheduled educational conferences will not qualify for reimbursement.
 - 2. Associate members are required to pay their own travel expenses.
- d. Member Travel Reimbursement Form:** Official record documenting a member's attendance at official meetings with appropriate support. Forms will be supplied to all official delegates.
- e. Rates of Reimbursement:** Reimbursement shall be at full cost provided travel and expenses are reasonable, necessary, documented, defensible, and meet all guidelines.

B. EXPENSE GUIDELINES AND PROCEDURES

It is the responsibility of each member incurring expenses to be certain that expenditures are in accordance with NYAHS/FLTC/NYAHS Services, Inc./ADHCC policies and sound business practices, and that they are in the best interests of NYAHS/FLTC/NYAHS Services, Inc./ADHCC

NOTE: Any member flying to a meeting, driving less than 120 miles one way or having less than a two-hour train ride will not be reimbursed for an overnight stay.

- a. Documentation:** Members must provide an adequate accounting of business expenses incurred for travel on behalf of NYAHS/FLTC/NYAHS Services, Inc. An adequate accounting involves submission of a Member Travel Reimbursement Form, together with the supporting documentation to cover amounts expended. Receipts and other documentation reflecting amount, date and place are required for all expenses. Credit card receipts are not acceptable by themselves unless the amount, date and nature of each charge is shown. NYAHS/FLTC/NYAHS Services, Inc. will return Member Travel Reimbursement Forms that have not been properly completed or when the expenditures are not adequately supported.
- b. Reporting:** All expenses reimbursable under this policy should be submitted to NYAHS/FLTC/NYAHS Services, Inc./ADHCC as soon as possible, but no later than six weeks after an expense has been incurred.
- c. Origin, Destination and Purpose of Trip:** A concise itinerary for each trip and its purpose must be provided.
- d. Transportation:** The member office will be used as a point of departure for travel under the policy.
- e. Plane/Train:** Reimbursement will be for coach accommodations only. Members are encouraged to make reservations through Plaza Travel Center at 518-785-3338.
 - If the ticket is unused or the meeting is cancelled, return the ticket to the NYAHS Finance office.**
- f. Mileage:** The mileage allowance for cars is 55 cents per mile, which includes gas charges. Members are encouraged to use NYAHS's corporate account with Enterprise Rent-A-Car.
- g. Lodging:** Cost of valet service, telephone, alcoholic beverages and similar incidentals are **not** reimbursable. Members will be reimbursed for hotel stays up to \$300 per night in Westchester, New York, Bronx, Queens, Kings, Nassau, Suffolk, Richmond counties. The reimbursement amount in all other counties is \$150 per night. All locations will be reimbursed at the rate of the county where the hotel is located.
- h. Meals:** When meals are not provided, actual expenses (with itemized receipts) up to \$60 a day will be reimbursed. Alcoholic beverages are not reimbursable.
- i. Other Expenses:** Expenditures submitted for reimbursement for business other than those listed on the Member Travel Reimbursement Form must be explained.
- j. Unusual Circumstances:** Under unusual circumstances, requests for reimbursement that exceed guidelines outlined in this policy will be considered. The President must determine that the request is in the best interest of NYAHS/FLTC/NYAHS Services, Inc./ADHCC. Documentation, justification and rationale for the expenditure must accompany the reimbursement form.
- k. AAHS Committees:** NYAHS appointed representatives to the AAHS House of Delegates will be reimbursed the balance that AAHS does not reimburse.
- l. Reasonable Accommodations:** It is expected that overnight stays associated with one day meetings will be avoided unless it is either (1) impossible to arrange transportation to coincide with the meeting time, or (2) it would be more costly to use air transportation than incur lodging/meal/expenses associated with an overnight stay