

**NATIONAL ASSOCIATION OF BENEFITS & INSURANCE PROFESSIONALS
OHIO CHAPTER | POLICY AND PROCEDURE**

POLICY TITLE: Expense Reimbursement Policy (Board, Leg)
CLASSIFICATION: Board / Finance
POLICY NUMBER: 2008-0301
MOTION: Bob Quirk
SECONDED: Charlene Sutak
DATE SUBMITTED (INITIAL): March 20, 2008
DATE APPROVED: March 20, 2008

RENEWED: December 18, 2008
MOTION: Bob Quirk
SECONDED: Denny Recker
APPROVED BY: Board of Directors

RENEWED: November 19, 2009
MOTION: Bob Lackey
SECONDED: John Woods
APPROVED BY: Board of Directors

RENEWED: November 18, 2010
MOTION: Randy Ayers
SECONDED: Bill McCarron
APPROVED BY: Board of Directors

RENEWED: April 21, 2011
MOTION: Randy Klein
SECONDED: Dan Feiwell
APPROVED BY: Board of Directors

AMENDED mileage January 17, 2013
MOTION: Dave Kross
SECONDED: Kathy Lee
APPROVED BY: Board of Directors
SUNSET DATE: January 2015

RENEWED: January 15, 2015
MOTION: Sam Fiorentino
SECONDED: Bob Lackey
APPROVED BY: Board of Directors
SUNSET DATE: January 2017
SEND TO COMMITTEE: December 2016

RENEWED: January 17, 2017
MOTION: Ingrid Martin
SECONDED: Tim Barhorst
APPROVED BY: Board of Directors
SUNSET DATE: January 2019
SEND TO COMMITTEE: November 2018

RENEWED: March 12, 2019
MOTION: Carol Conway
SECONDED: Ingrid Martin
SUNSET DATE: March 2023

RENEWED: January 19, 2023
MOTION: Andrew Toppin
SECONDED: Barb Gerken
SUNSET DATE: March 2025

Purpose: To define the policies for reimbursement of expenses by members of the NABIP Ohio **Executive Board, Leg Chair, Leg Vice Chair or Local Association Members who incur expenses in the valid course of representing NABIP Ohio**. Reimbursement will be determined by the NABIP Ohio board. Such representation includes attendance at National, State, Region III or Other Meetings where attendance has been requested or required by NABIP Ohio, or at monthly board and leg council meetings. It may also include hosting individuals at a meal when necessary to accomplish NABIP Ohio priorities or when contained within an approved NABIP Ohio annual budget. For reimbursement by NABIP Ohio to local chapters for conferences listed below in policy 4A, B & C, please refer to the local chapter expense reimbursement policy. Each member is reminded that NABIP Ohio'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. Total Reimbursement from all submitted expenses from all sources shall be limited to the average expense reimbursement, submitted by NABIP Ohio attendees.
2. All expense requests must be submitted within 60 days of event, using the standard NABIP Ohio Expense Reimbursement Form and which must include dates and business purpose of all travel. If received after 60 days would need board approval.
3. Itemized Receipts are required for all expenses.
4. Members are expected to attend critical meetings / appointments / functions in order to be reimbursed for expenses for the following conferences. Such critical events may include:
 - a. Capitol Conference
 - i. First Timers Meeting, if a first time attendee
 - ii. Town Hall Meeting
 - iii. One(s) where NABIP legislative priorities are presented
 - iv. Any one that addresses issues identified as NABIP Ohio priorities
 - v. Others as assigned
 - vi. Scheduled Appointment(s) with Members of Congress or their staff
 - b. NABIP Annual Convention
 - i. First Timers Meeting if a first time attendee
 - ii. Town Hall Meeting
 - iii. Region 3 Meeting
 - iv. General Session
 - v. Voting, delegates only
 - vi. Others as Assigned
 - c. Region III Meeting – Meetings as Assigned
5. When traveling on NABIP Ohio business, the following expenses are eligible for reimbursement.
 - a. Event Registration. Reimbursement for registration fees will be limited to the Early Bird registration fee.
 - b. Hotel Room and Tax. Members are expected to share a room with another member. Room charges will be reimbursed at 50% of the conference hotel room rate or the alternate hotel, for two members sharing a room, and applicable taxes. Additional room charges (upgrades, movies, etc.) and incidentals will be the responsibility of the member. If a member stays at a hotel other than the conference hotel, the reimbursement will be 50% of the conference hotel room rate. The original or a copy of the original hotel receipt showing the itemized breakdown of expenses is required.

- c. Transportation.
 - i. Airline transportation – Reimbursement will be limited to the 21 day advance coach airfare purchase between destinations. Reasonable parking and shuttle fees (with receipts) to and from the airport may also be submitted for reimbursement. Additional flight insurance is not a reimbursable expense.
 - ii. By Car – 35 cents per mile, plus any applicable toll charges (with receipts) may be submitted for reimbursement. Since Airfare may sometimes be less expensive than driving: total mileage reimbursement will be limited to the average 21-day advance purchase coach airfare between destinations. We will reimburse the average of airfares paid by those who used airline transportation from the same departure city.
 - iii. Cab fare will be reimbursed (with receipt) from airport when a shuttle is not available or where required to attend critical meetings/appointments/functions for association business while at the conferences listed in 4A, B & C if no rooms were left at the conference hotel. No cab fares will be reimbursed for any personal or entertainment purposes. Airport parking will be reimbursed at the lowest parking rate available [e.g. long term versus short term]. Receipts must be provided.
 - iv. Baggage Fees will be reimbursed up to one pieces of luggage
- 6. If you drive, hotel parking will be reimbursed up to the same amount as airport parking or whichever is less. There will be no reimbursement of the following expenditures for usage of Members' cell phones or personal / business calls, or rental cars.
 - a. Usage of cell phones
 - b. Personal/business calls
 - c. Rental Cars
 - d. Any alcoholic beverages
- 7. Acceptable Receipt. An acceptable receipt contains all 6 of the following attributes:
 - a. **The vendor or business name.** If not printed on the receipt, ask the vendor to stamp/print the business name on the receipt or attach his/her business card.
 - b. **A description of what was purchased.** If a description is not included on the receipt, attach an itemized description of the item(s) purchased. If, for example, a meeting registration was paid for and the receipt does not specify the organization's name, date, or cost of the meeting, attach a copy of the complete meeting announcement to the payment document that states that information. Document.
 - c. **The total amount paid.**
 - d. **The method of payment.** When paid in cash, the receipt must indicate "cash." When paid by check, include the check number, the date of the check, and the name of the bank the check was drawn on. If a credit card was used, the original vendor receipt indicating "credit card/Visa/MC/etc." must be provided. Personal credit card receipts are not considered an acceptable receipt.
 - e. **Reimbursement for more than one individual.** If a member pays an allowable expense for another member at an event or if a hosted meal/event is being reimbursed, the names and affiliations of those hosted and the purpose for the meal/event needs to be included on the payment
 - f. **The date of the purchase.** Any receipt that does not include all of the required information is not acceptable as a receipt for reimbursement. An example of an unacceptable form of receipt is the "tear-slip" from the restaurant order form. This is the bottom portion of the waiter's order form. If this is all the restaurant offers, request a cash register receipt for the transaction.
 - g. **NABIP Ohio Leg Chair/ Co-Chair** NABIP Ohio Legislative Chair/Co-Chair may be reimbursed mileage and overnight hotel accommodations for meeting attendance as long as the amount requested is within the approved NABIP Ohio budgeted amount for these expenses. Expenses over the budgeted amount will require approval by the NABIP Ohio board for reimbursement.
- 8. Expense Submission Review. The NABIP Ohio President and Secretary / Treasurer will be responsible for implementation and administration of this policy. Any member of the NABIP Ohio board of trustees, leg chair, leg vice chair or local association member who incurs expenses in the valid course of representing OAHU may appeal to a reimbursement decision to the NABIP Ohio executive committee.

9. A policy exemption may be presented to the NABIP Ohio board for specific expense items with prior notice.

Financial Impact will be determined annually at Budget Meeting.