

# **Policies and Procedures**

## **(Updated September, 2015)**

**Financial Reimbursements may be made to groups or individuals who are representing and/or working on behalf of the association in their elected/appointed roles.**

### **A. Capitol Conference**

- NeAHU shall reimburse the current year's president, president-elect, legislative chair, and HUPAC chair for up to \$1,500 of their expenses for this annual Washington D.C. conference. In addition, members serving on a national committee whose reimbursement is less than \$1,500, shall have the difference reimbursed by NeAHU.

### **B. National Convention**

- NeAHU shall reimburse the immediate-past and current president, president-elect, and membership chair for up to \$1,800 of their expenses for the annual convention. (For the 2016 Convention, the reimbursement would apply to those individuals holding those positions for the 2015-16 Association year.) In addition, members serving on a national committee -- whose reimbursement is less than \$1,800 -- shall have the difference reimbursed by NeAHU.

### **C. Region IV Meeting**

- NeAHU shall reimburse the current president, president-elect, vice president, legislative chair and membership chair for up to \$500 of their expenses for this annual regional meeting.

### **D. Local Associations**

- NeAHU will reimburse local chapters \$500 each for up to eight attendees at the national meetings. Maximum \$4,000 per year reimbursement per chapter. No reimbursement will be made for attendance at regional meetings.
- NeAHU will reimburse local chapters for holding up to four local meetings per year at the rate of \$250 per CE meeting and \$100 per general meeting (on different days). Maximum \$1,000 per year reimbursement per chapter.

### **E. Board and Committees**

- NeAHU will reimburse reasonable meal expenses incurred by the Board or Committees when working on behalf of the association.