

USHJA POLICY STATEMENT

Subject: Volunteer Expense Reimbursement

Policy number: GA111

Date of Board Adoption: December 1, 2017

Board Approved Effective Date: December 1, 2017

Purpose:

As a general rule, the USHJA does not pay or reimburse volunteers for expenses incurred in the course of fulfilling volunteer responsibilities to the Association. However, in limited circumstances there are those instances where volunteer active participation and attendance at a specific meeting or event is considered critical to success of the program, and in the best interest of USHJA. In all such instances, the USHJA Board shall consider on a Program by Program basis the necessity and merits of volunteer active participation in a Program or meeting, and reimbursement of related volunteer expenses while functioning in the capacity as an approved active volunteer (committee member).

Policy:

The purpose of this policy is to define volunteer reimbursement for active participation in USHJA Programs and events, and to ensure that such expenditures are appropriate, and that adequate cost control measures are in place.

General:

1. Programs approved by the USHJA Board to have volunteer active participation must have included such expenses in the Program's yearly Budget for reimbursements.
2. USHJA volunteers who service on Committees for which the USHJA Board has approved the active participation of volunteers may only request travel, lodging, and meal expense reimbursement. Volunteers will not be paid salary or compensated in any way for services rendered.
3. Volunteers should first check with their USHJA Committee and/or Program Liaison to determine if travel, lodging, and meal arrangements can be coordinated by the National Office, and thereby eliminating the need for reimbursement.
4. When incurring expenses, USHJA will only reimburse travel, lodging and meal expenses directly related to the event. Other expenses must receive prior approval by the Staff Liaison. Failure to obtain prior approval may result in the denial of reimbursement.
5. USHJA expects volunteers to exercise discretion and good judgment with respect to these authorized and reimbursable expenses. Only reasonable lowest fare expenditures for transportation, lodging, meals, etc. will be reimbursable. Specific details as follows:
 - a. Air travel: Volunteers should plan their travel well in advance to take advantage of reduced airfares and make a conscientious effort to obtain the lowest possible fares. Reimbursement will be made based on original receipts stating the airfare amount. Airfare shall be limited to coach class. If airport parking is required, long term parking should normally be used for travel exceeding 24 hours. If there is any cost for checking bags, USHJA will reimburse for the first bag only for

meetings or events up to five nights and will reimburse for two bags for meetings or events six nights or longer. USHJA will not reimburse for overweight luggage charges

- b. Automobile Travel Expenses: If transportation is by private automobile, reimbursement for mileage will be made at the current IRS non-profit mileage rate plus necessary parking charges and tolls.
 - c. Local Transportation: Bus, cab, Uber, rail, and shuttle costs for transportation to and from an airport will be reimbursed. Effort should be made to use the most inexpensive mode of transportation that is suitable under the circumstances.
 - d. Meals: The reasonable cost of meals (\$25.00 or less per meal) consumed during approved travel will be reimbursed. No one will be reimbursed for any meal when USHJA or the host organization provides that same meal during a function.
 - e. Lodging: Reimbursement will be made for reasonable out-of-pocket costs, but in no case will reimbursement exceed the amount of any pre-arranged rate for lodging arranged by USHJA. When possible, volunteers should make use of corporate and discount hotel rates obtained by USHJA or any other host organization. If a volunteer lives within a 25-mile radius of a meeting venue, approval of overnight hotel accommodations must be obtained in advance.
 - f. Automobile Rental: Reimbursement automobile rental made for economy and with Enterprise or National will be approved.
 - g. Internet Fees: Internet fees unless preapproved will not be reimbursed.
 - h. Non-Reimbursable Expenses. Expenses which could be perceived as lavish or excessive will not be reimbursed. Non-reimbursable expenses include, but are not limited to:
 - Travel insurance
 - First Class or Business Class airfare
 - Limousine travel if alternative cheaper transportation is available
 - Movies
 - Fees at any health, athletic or similar recreational club or organization
 - Spa charges
 - Clothing purchases
 - Car washes
 - Valet Service
 - Personal telephone calls
 - Travel expenses for spouses, friends, relatives or guests
 - Parking tickets or fines
6. Report expenses accurately and in a timely manner by completing and submitting a USHJA Expense Reimbursement Statement. When possible, this report should be submitted within ten days of the completion of a meeting or event to the Staff Liaison who will transmit it to the USHJA Finance Department for processing. Original receipts or legible copies must be attached to and submitted with the Expense Reimbursement Statement.

Delegation of Authority:

1. The Executive Director and CFO of the USHJA will have oversight of this policy and will responsible for the implementation of all necessary and related procedures.