

New York Dental Hygienists' Association Reimbursement Policy

Policy Series: Financial Operations - #102

Policy Title: Reimbursement Policy – NYDHA Officers, Directors, ADHA Delegates, ADHA alternate delegate, NYDHA Student Delegate and Alternate Student Delegate.

Distribution: Policy Manual – Headquarters

Purpose: To provide documentation and approvals related to reimbursement of Officers, Directors, ADHA Delegates and Alternate Delegates for association-related expenses.

Policy: The Board of Directors shall approve all reimbursement guidelines for the Association. It shall be the policy of NYDHA to review these guidelines on an annual basis at the Post House of Delegates Board of Directors' meeting and set forth the upcoming year's specific guidelines. These guidelines are based on the availability of funds of the association as reported by the Treasurer.

1. Reimbursement:

a. Travel:

- i. NYDHA Officers, Directors, ADHA Delegates or Alternate Delegates, and NYDHA Student Delegate or Alternate Student Delegate are expected to choose the most economical method of travel and make arrangements within a reasonable, cost-efficient timeframe. Premium travel and upgrades to business or first-class are not reimbursed.
- ii. The Board of Directors has full discretion to determine the most economical means of travel and appropriate reimbursement. Members should consider train travel if more efficient than automotive travel, and carpooling when possible. (Ex.: If a member chooses to fly when the cost of driving is more economical, reimbursement will be made on cost of driving and any cost differential shall be the traveler's responsibility.)
- iii. Reimbursement for travel expenses:
 1. Auto: actual gas
 2. Airfare: if travel exceeds 300 miles one way
 3. Parking, tolls, trains, and cab/fares

b. Accommodations:

- i. Hotel accommodations are reimbursed at fifty percent rate per Board member
- ii. If the room is shared by more than two people the reimbursement will not exceed the cost of the room. Thirty-three percent of the room cost per member for three-person occupancy.
- iii. For in-person meetings, NYDHA will put hotel cost on Master bill for the January, April, and September BOD meetings.
- iv. ADHA Delegates, Alternate Delegates, NYDHA Officers/Directors, and NYDHA Student Delegate and Alternate Student Delegate (Annual Session) and District II meeting must submit hotel bill for reimbursement. The hotel rate applicable for delegates' reimbursement is the conference room block rate or, if less, the lesser amount.

c. Per Diem:

- i. BOD and Executive Committee meetings: \$30.00 per day, \$15.00 half day; in the event food is provided, no per diem will be reimbursed.
- ii. NYDHA Annual Session: \$30.00 per day, \$15.00 half day (Pre- BOD and Post-BOD meetings only); in the event food is provided, no per diem will be reimbursed.

iii. ADHA Annual Session: \$30.00 per day, \$15.00 half day (Business days only).

d. Phone:

i. If submitting phone charges, a detailed bill must be provided.

e. Documentation and Receipts:

i. Expenses Sheets must be detailed and filled out accurately.

ii. NO RECEIPT = NO REIMBURSEMENT. There is no exception to this rule, as we must have receipts for tax purposes.

iii. Submit receipts to Treasurer within 30 days. Requests submitted after 30 days may be denied.

2. Special Consideration:

a. ADHA Delegates/District II:

i. The approved budget line will be divided amongst all delegates for both events. Anything used above the cost to the budget line; delegates will be responsible for the remaining balance.

ii. If any monies remain in budgeted line after the delegates are reimbursed it will be proportionally distributed among the alternate delegates. Alternate delegates will submit receipts and a detailed expense form to the head delegate.

iii. Registration is not reimbursed for ADHA Annual Session.

iv. Delegates will submit reimbursement request to the Head Delegate.

v. The delegation, with the Head Delegate's approval and within the budget, will consider the keynote speaker and exhibits a business day and could be reimbursed for it and the other three days at ADHA Annual Session.

b. Officers and Directors:

i. Should components contribute to the cost of attending NYDHA BOD meeting or Annual Session; that amount will be deducted from reimbursement guidelines and any remaining balance will be paid by NYDHA.

ii. Registration is not reimbursed for NYDHA Annual Session.

iii. Registration is covered by NYDHA for NYDHA Student Delegate and Alternate Student Delegate at NYDHA Annual Session.