



Policy/Procedure

Policy # 09

Subject: Board & Committee National Conference Expenses

Effective Date: January 1995

Approved by: APIC MN Board of Directors

Reviewed by: Treasurer

Revision Dates: 5/2022

POLICY

Funds for educational conference expenses will be distributed according to the amount designated in the annual budget which will be reviewed and approved at the BOD Meeting each January. See APIC MN Policy # 11 (Non-grant funding to attend education offerings) for conditions under which APIC MN members are eligible to receive funding for education conference expenses.

Members/officers on official APIC MN business are expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Any expenses in excess of this stated policy must be approved by the Board. There will be no travel costs, reimbursement monies or on-site costs paid by the treasurer at the conference site.

PURPOSE

To provide a procedure for members when traveling with financial support from APIC MN.

PROCEDURE

CONFERENCE REGISTRATION: Register for the conference before the early bird date, pay the registration fee, and submit a voucher with proof of registration to the treasurer for reimbursement.

HOTEL: Funding will be provided for the night prior to the opening ceremony or required chapter business meetings (i.e Treasurer or Presidents meetings) including the night of the last full day of educational offerings. Exceptions must be approved by the Board prior to the conference. Obtaining room reservations will be the responsibility of the member attending the conference/course. A copy of the hotel bill must be submitted to the treasurer along with an expense voucher for reimbursement.



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TRANSPORTATION: Round trip cost for the most direct and economical air/surface travel will be furnished. Airline tickets should be purchased in advance to get the most economical rates. Reimbursement for flights grossly exceeding the average costs of other members/offices will be subject to Board approval and may not be reimbursed for the total cost. The cost of one airline bag will be reimbursed.

Motoring costs will be calculated based on AAA mileage charts at the current IRS rate/mile. Reimbursement for surface travel will not exceed airfare charges for the most economical, direct and practical route. Round trip transportation from the airport to the conference lodging/convention center (shuttle or cab) will also be reimbursed.

EXCLUDED EXPENSES: There will be no reimbursement for food, tips or taxi/ground transport, other than airport transfer to and from hotel.

REIMBURSEMENT: Attendees will be reimbursed for conference registration, lodging and transportation following the last day of the conference. Paid receipts for reimbursement must be submitted within thirty days following the last day of the conference/course. Exceptions to timely reimbursement to this policy may be submitted to the treasurer for consideration on a case by case basis.

- **RATIONALE:** The norm would be to submit all expenses after the conference for accountability and a single transaction for the treasurer. Exceptions when a quicker reimbursement is required, APIC treasurer can accommodate on a case by case basis.

BUDGETED FEES & INSTRUCTIONS: Each year the BOD will approve the national conference expenses in the annual budget. Board members and committee chairs eligible for these benefits will be notified by BOD or Board liaison with the budgeted amount and this policy in January to book hotel, travel and conference registration in a timely manner.

ATTACHMENTS & RELATED FORMS

Expense Voucher from Policy #8

Policy # 11 Non Grant funding to attend educational offerings