

TRAVEL SUBSTANTIATION POLICY

Title: Travel Substantiation Policy	
Approved by: Michigan State Council Executive Board and Membership	Origination Date: November 2016 Revision Date: November 2021
Revised by: Michigan State Council Executive Board and Membership	Next Revision Date: November 2026

I. PURPOSE

The purpose of this procedure is to outline the appropriate and lawful process of reimbursement when traveling while representing Michigan Emergency Nurses Association (MENA).

II. GENERAL TRAVEL REQUIREMENTS AND CONSIDERATIONS

Necessity of Travel. In determining the reasonableness and necessity of travel expenses, and personnel, the person authorizing the travel shall consider the ways in which MENA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Considerations shall be taken in deciding whether the benefits to MENA outweigh the costs (i.e., less expensive alternatives, such as participation by telephone, or video conferencing; or the availability of local programs or training opportunities, shall be considered).

Personal and Spousal Travel Expenses. Individuals traveling on behalf of MENA may incorporate personal travel or business with their company-related trips; however, personnel shall not arrange company travel at a time that is less advantageous to MENA or involving greater expenses to MENA in order to accommodate personal travel plans. Any additional expenses incurred because of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by MENA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by MENA.

Fiscal Responsibility. Air travel reservations must be made as far in advance as possible to take advantage of reduced fares. If undue delay occurs, MENA is not responsible for additional cost or fees. If preferred, driving is an approved method for travel, however, reimbursement for expenses will be capped at economy airfare cost for the same event. Lodging costs will be considered in congruency with ENA National approved hotels. MENA **WILL NOT** reimburse if funding is available from other sources.

III. PROCEDURE

A. Standard Approved Expenses

- a. State President – General Assembly and National Conference (at early bird rate)
- b. State President, President-Elect, Treasurer, and Secretary – State Chapter and Leader Orientation



Michigan State Council

TRAVEL SUBSTANTIATION POLICY

- c. Specified State Committee chairs traveling to SCLO will be evaluated and voted upon annually based on available state council funds, ENA, and MENA discretion.
 - d. Designated attendees for National and State Day on the Hill reimbursement criteria and maximum amounts that may be requested will be evaluated and voted upon on annually based on available state council funds.
 - e. State Delegates and Alternate reimbursement criteria and maximum amount that can be requested will be evaluated annually and voted on by the BOD.
- B. Per Diem** is the allowance for daily expenses paid to travelers on official business. MENA follows the 'accountable plan' as outlined by the IRS.
 - a. It is the responsibility of the traveler to complete a Reimbursement Request Form and submit it to the Treasurer within 30 days of the travel end date. All requests for per diem reimbursement must be submitted within 30 days after the end of the fiscal year, which is December 31st. Any reimbursement request received after this time will not be processed.
 - b. Per Diem shall be paid to:
 - i. Board of Directors (BOD) on official ENA business that is approved by the BOD
 - ii. State President, President-elect, Immediate Past President, Treasurer and Treasurer-elect for State Leaders Orientation; and Secretary Official ENA business that is approved by the BOD
 - iii. Committee members on official ENA business as approved by the BOD
 - iv. Chapter Representatives on official ENA business as approved by the BOD
 - v. Delegates attending National ENA General Assembly.
 - vi. State Council members attending Leadership Conference as approved by the BOD
 - c. Per Diem Shall NOT be paid to:
 - i. Individual members, consultants, and vendors.
 - 1. To the extent that ENA agrees to pay consultant/vendor travel expenses, they will be incorporated as a matter of contract and paid directly to the contracted party.
 - d. Per Diem shall be paid at the rate of \$75 (as set by the IRS)
 - i. Per diem is paid for a maximum of 3 days at State Leaders Orientation, Day on the Hill, and National General Assembly. Additional times may also be considered and will be reviewed by the BOD annually.
 - ii. The per diem rate is set by the IRS and shall be reviewed and approved annually by the Board of Directors as part of the annual budget process.
 - iii. Per diem includes the following expenses paid by the traveler:
 - 1. All meals
 - 2. All transportation costs including intra-city transportation at the destination, such as taxis or shuttles. It also includes mileage (at the current IRS-approved reimbursement rate), tolls and parking fees to get to/from the airport.
 - 3. All incidentals including tips, snacks, laundry and other such expenses

TRAVEL SUBSTANTIATION POLICY

- iv. Per diem does not include:
 - 1. Alcoholic beverages
 - 2. Actual mileage to/from destination in lieu of airfare. This expense is separately reimbursed.
 - 3. Airfare which ENA or MENA pays directly or reimburses based on receipts.
- C. In addition to per diem MENA,
 - a. Will cover mileage as appropriate and approved by the BOD for official MENA business travel.
 - i. The maximum reimbursement of mileage is the equivalent to economy airfare.
 - ii. Mileage for MENA business expenses will be paid at the current years IRS mileage rate.
 - b. Will cover parking at board approved or ENA endorsed hotels
 - c. Will cover one checked bag when traveling for MENA via air, a receipt must be provided with the reimbursement form for consideration.
 - d. Will **NOT** cover rental car expenses. Rental car expenses are the sole responsibility of MENA BOD, delegates, and approved MENA representatives at their own discretion.
 - e. Recommends single room hotel occupancy and does not require double occupancy.
 - i. If booking double-occupancy at national conferences, delegates are each allotted 3 nights, meaning 6 nights may be booked when 2 delegates share a room, and each submit for their separate 3 nights to take advantage of ENA National Conference.
 - f. Requires hotel bookings to be at the best available rate that allows cancellation offered by the hotel for the dates of stay. ENA will reimburse the traveler for room and tax charges applicable to the dates necessary to the meeting, event, or business travel purpose. Charges for additional nights are the responsibility of the traveler and will not be reimbursed.

All travel reimbursements and per diem are at the discretion of the MENA BOD and the MENA annual budget.