

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Expense Reimbursement
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	November 2009, November 2007, January 2016
Next Revision Date	November 2018

PROVINCIAL REPRESENTATIVES

1. Provincial representative shall be funded by their provincial groups to attend NENA meetings (Board and Annual General Meeting).
2. Members are responsible for making his/her own travel arrangements.
3. NENA will cost share hotel expenses (50/50). Accommodation arrangements shall be made by NENA Treasurer. Treasurer shall email all members requesting accommodation requirements 2 months prior to meeting. Confirmation of this arrangement will be sent to the individuals.
4. A per diem of fifty (50) dollars per day shall be paid by NENA to Provincial representatives attending NENA meetings. This shall include meeting/conference days plus one day for travel.
5. Working lunches shall be paid by NENA over and above per diems.
6. Provincial representatives in need of financial assistance may apply, 3 months prior to meeting, for hardship funds to attend a Board of Directors meeting. The monies available from NENA will be to a maximum of two thirds (2/3) the total cost of travel and accommodation. Applications for these funds shall be made in writing. Funding will be approved by executive.

EXECUTIVE/NATIONAL ADVISORY COUNCIL

1. Members of the Executive and the National Advisory Council will either be advanced or reimbursed for travel expenses. Each member makes his/her own arrangements.
2. Air/Rail travel – reimbursement regular economy fare. Bookings must be made at least 45 days prior to meeting dates, to ensure the most advantageous fares. Cancellation insurance shall be at the discretion of the individual and is not subject to reimbursement, unless approved and determined necessary by NENA Executive.
3. Personal automobile use shall be reimbursed at the rate of fifty (50) cents per kilometer, or as approved by the Board.
4. Hotel reservations will be made by the Treasurer at a hotel convenient to the meeting site. Treasurer shall email all members requesting accommodation requirements 2 months prior to meeting, Confirmation of this arrangement will be sent to the individuals.
5. A per diem of fifty (50) dollars per day shall be paid by NENA to Executive and National Advisory Council members attending NENA meetings. This shall include meeting/conference days plus one day for travel.
6. Working lunches shall be paid by NENA over and above per diems.
7. Individuals who choose land travel (use of personal or rental vehicle) versus air or rail shall be reimbursed to an equivalent cost for airfare to the destination.
8. Any circumstance not covered above will be considered by the Executive on an individual basis.