

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Expense Reimbursement
Number of Pages	1
Approval Date	November 2022
Past Revision Dates	November 2018, November 2000, January 2016

Policy Statements

1. Board of Director and Committee members will either be advanced or reimbursed for travel expenses.
2. Each member must make their own arrangements
3. Air/Rail travel is reimbursed at the regular economy fare. Bookings must be made as soon as possible to known meeting dates to ensure the most advantageous fare.
 - a. Air includes basic seat selection
 - b. Baggage
 - c. Cancellation insured
4. Personal automobile use shall be reimbursed at the Government of Canada rate, at the time of the meeting. Please see Canada.ca.
 - a. Total kilometers and parking is not to exceed the lowest reasonable airfare cost
5. Hotel reservations will be made by the Financial Administrator, Conference/Committee Chair or President (depending on meeting type) to ensure a block rate is achieved. Confirmation of attendance will be requested by members.
6. A per diem rate of \$100.00 dollars per day for meals and incidentals shall be paid by NENA to members attending NENA meetings. This includes meetings and conference dates as well as travel days.
7. Working lunches will be provided by NENA and are over and above per diem rates.
8. Any circumstance not considered above will be considered on a case by case basis.

Taxi/Shuttle/Parking

1. Travel to and from the airport to the hotel by taxi or shared ride shuttle is permitted; receipts are required.
2. Cost of parking at hotel and/or airport is permitted; receipts are required.

Hotel Authorization

1. All hotel stays are arranged as above.
2. Charges for any additional nights outside of the preauthorized meeting, conference, etc will be the responsibility of the member. NOTE: Exception - delay in departure due to weather, airline issue, circumstance beyond member's control.

Expense Reimbursement

1. All expenses being submitted for reimbursement must be submitted on the NENA Expense Form - see most recent form on NENA.ca
2. The form may be submitted electronically (with receipts attached as pdf or jpeg) or by hard copy.