



Mileage Reimbursement Policy

This policy has been established to provide a program for implementing the mission outlined in Article I, Section 2, Objective (i) of the Chapter's Constitution and By-laws, and

This policy has been established to provide for reimbursement for members of the Executive Board as defined in Article III of the Chapter's Constitution and By-laws, and

This policy has been established to provide for reimbursement for members of the Executive Board under the provisions contained in Article IX of the Chapter's Constitution and By-laws.

Whereas HOA acknowledges that attendance of Executive Board members at the Annual Business Meeting and Board of Directors meetings is critical for conducting the duties of the Executive Board as elected by the voting membership.

Therefore, HOA establishes the following policy for reimbursement of mileage for members of the Executive Board.

Members of the Executive Board of HOA are eligible for reimbursement of travel expenses when attending the HOA Annual Business Meeting or Board of Director meeting. Travel expenses to be reimbursed include mileage to and from the designated meeting location. Mileage shall be calculated from either the members place of residence or place of employment dependent on beginning location of the trip. Mileage reimbursement shall be claimed on the HOA Mileage Reimbursement Form and shall be reimbursed at the mileage rate as established by Internal Revenue Service for business miles driven. Reimbursement shall not be approved when such expenditures or reimbursement is to be paid by any other organization or jurisdiction.

The reimbursement claim shall include the following information:

- Name
- Office held with HOA
- Destination
- Date of trip
- Mileage (including verification of mileage)
- Purpose of trip

The reimbursement claim shall be reviewed by the Chapter Treasurer with payment made to either the individual or jurisdiction providing transportation to the claimant.

This policy formally approved by the Executive Board of the Heart of America Chapter this 17th day of December, 2009.

Mike Roberts - President