



Reimbursement and Travel Policy (Approved December 6, 2014)

Purpose: VANA recognizes that the conduct of its business requires significant travel by many individuals. While it is the intent of VANA for its volunteers and other authorized individuals to travel in comfort when away from home, expenses incurred should not be lavish or extravagant. In addition, all expenses should meet any requirements imposed by the Internal Revenue Service and must be documented on a VANA expense report. While the VANA understands that unusual circumstances will arise on occasion, the guidelines discussed below are intended to ensure uniform application of expense approvals and compliance with IRS requirements. Unusual situations will be dealt with on an individual basis. Reimbursement will be made contingent upon adherence to the following guidelines:

1. Air Transportation

Airline reservations must be made as far in advance as possible and represent a competitive price without bias based on airline travel rewards, etc. Airline tickets are to be booked using coach class. The cost of upgrading service will not be reimbursed by the VANA. You can use your own travel agency, on-line ticketing, or a ticketing agent. Air travel should be confirmed 30 days prior to the meeting. Baggage handling fees for up to one (1) piece of luggage are reimbursable.

2. Ground Transportation

VANA travelers should utilize the most cost-effective means of ground transportation available. Hotel shuttles, airport to downtown bus service and/or other public transportation should be used where possible. Taxis and/or limousines should only be used when they represent a cost savings, are required to meet time constraints, and/or when other means of ground transportation are not available. Car rentals must be approved in advance if necessary for business and reservations must be made in advance for standard or smaller cars.

3. Personal Auto Usage

When it is necessary for VANA travelers to use their personal autos on VANA business, they will be reimbursed at a per mile rate currently allowed by IRS rules. If travelers choose to use their personal auto in lieu of air, bus, or rail transportation, the reimbursement will be based on the less costly of coach airfare (based on a 21-day advance purchase with a Saturday night stay) or auto allowance. Total reimbursable expenses, including expenses incurred en route, shall not exceed the cost of airfare. Parking at the airport of origin will be reimbursed.

4. Lodging

Room reservations are the responsibility of the traveler. Lodging at the single-room rate for the days of the meeting, including the night before and after if flight schedules make necessary such stays, are reimbursable. Lodging outside of the designated conference hotel will only be covered if the per night cost is comparable to the conference rate or forced by special circumstance. No upgrade costs over the conference rate will be considered reimbursable. Room rate per night plus taxes/occupancy fees are reimbursable. Discretionary expenses such as in-room entertainment are the responsibility of the traveler. NOTE: Attendees who reside within a thirty (30) mile radius of any meeting or exhibit must receive prior approval from the Executive Committee for reimbursement of hotel accommodations.

5. Laundry/Valet Services

Expenditures for laundry or valet services are only reimbursable if absolutely necessary. These expenditures must be incurred while on the business trip, and a statement explaining the necessity for the service must accompany the reimbursement request.

6. Emergencies/Changes

For bona fide emergencies or VANA business-related travel changes, penalties and fees for late cancellation or modification of air travel or hotel reservations may be reimbursed upon submission. Travel changes for personal convenience will be the traveler's responsibility.

7. Telephone

Since virtually everyone has cellular telephone services, telephone charges are not reimbursable unless business-related and supported with appropriate documentation. Daily travel or hotel Wi-Fi/Internet fees shall be reimbursed if for the purposes of conducting the business of the organization.

8. Receipts/Expense Sheet

Original receipts (photocopies are acceptable) are required for all expenses and shall be attached to the VANA Expense Sheet. The receipts shall be taped to a blank 8 x 11 sheet of paper to decrease the possibility of loss. More than one receipt may be taped to a page.

- The airline ticket stub indicating the amount of the ticket shall be included.
- A zero balance hotel bill, which indicates the method of payment, shall be included.
- The entire hotel folio is required.
- If a meal receipt is for more than one person, the VANA portion must be clearly indicated and if the receipt is for VANA business, then each individual must be indicated. Itemized meal receipts are required.
- Receipts shall be included for all other expenses.

The VANA Expense Sheet form is to be used to report all travel expenses and must be completed in accordance with the instructions printed thereon. Expense reports should be submitted within (30) days of the last day of the meeting attended following the business trip. All expenditures must be supported by original receipts (credit card statements are not acceptable). The Treasurer has the responsibility to audit all expense reports and may request that the individual furnish any additional documentation or explanation necessary to support an

expenditure. Reimbursement checks will generally be issued within 14 business days from receipt by the VANA office.

Submit all expense statements to:

Virginia Association of Nurse Anesthetists
Attn: Bill Murrill
250 West Main Street, Suite 100
Charlottesville, VA 22902
Phone: 434.977.3716
Fax: 434.979.2439
E-mail: bill.murrill@easterassociates.com

9. Meals

Meals consumed while on VANA business are considered reimbursable, alcohol containing beverages are not. Meals, unless paid directly by VANA, will be reimbursed at a maximum of \$75.00/day. Receipts are required for all meals. Reasonable and necessary gratuities that are not covered under meals are reimbursable. Meals purchased in lieu of those already provided as part of the scheduled conference will not be reimbursable unless necessary to conduct VANA business. If meals of this nature are submitted for reimbursement, a meeting agenda must be attached. NOTE: When VANA pays for a meal on a master account or when one person pays for a group, the per diem for that particular meal cannot be claimed, except by the person who paid for the meal. For officers paying for group meals, look at the potential number of guests and pick an appropriate venue to allay costs. Family and friends are not the responsibility of VANA. Board and committee members please take this into account.

10. Entertainment/Hospitality

Expenses for entertainment of one or more business guests are reimbursable if the entertainment is related to a business purpose and the entertainment is reasonably expected and documented as part of the individual's VANA responsibilities.

11. Non-reimbursable Expenses

The following types of expenses are not reimbursable. Other types of expenses may arise which are not listed, and such expenses may be discussed with the President and/or Treasurer so that an appropriate interpretation of the VANA policy may be reached.

- Premiums for travel accident insurance.
- Theft, loss of funds, damage or loss of personal luggage and/or effects.
- Travel expenses when either paid or reimbursed by an outside organization (including the AANA, the traveler's employer, etc.).
- Personal entertainment (hotel movies), personal toll calls, barbering/beauty/spa services, and other non-business or discretionary items.
- If an individual accompanies the traveler, it is the responsibility of the traveler to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Fuel costs incurred during travel reimbursed under the mileage provision

12. Registration

Registration fees will be reimbursed at the early bird rate. If registered after early bird cut-off, the person will receive reimbursement for the early bird rate only. No additional workshops or networking events will be reimbursed unless approved by the President or Treasurer. ACLS, PALS, BCLS, and NRP courses are not reimbursable expenses. NOTE: When VANA pays for any member to attend a state/national meeting, that member is obligated to attend the full session. CME/CEU certificate of full attendance may be requested.

13. Cut-Off Date

The suggested time frame for requesting attendance to national events is sixty (60) days prior to the meeting. If by that time the slots are not filled, the opportunity is passed to the next tier.

Officers, Chairs, and Individuals Reimbursed

Officers and Members of the Board of Directors, as well as other invitees attending VANA, AANA, or other approved meetings or exhibits as a representative of the Association will receive reimbursement for travel costs including taxi fares, hotel, parking, meals, and registration fees as follows:

VANA President, President-Elect

All AANA & VANA Meetings: Entitled to waiver all registration fees and hotel costs (room costs only), including parking. Also are entitled to reimbursement of travel expenses including airfare, car travel, taxi fares, parking, and meals.

VANA Board of Directors, Executive Committee

AANA Meetings: Entitled to reimbursement for at least one (1) national meeting to include travel costs (airfare, car travel, taxi fares, hotel, parking), meals, and 100% of registration fees (based on the prior cut-off date rate) The officer MAY request reimbursement for additional national meetings if the VANA funds allow for more OR the officer gets permission from the President or Treasurer.

VANA Meetings: Entitled to reimbursement for all VANA events for which they have actively participated. Includes waiver of registration fee and hotel costs (room costs only), including parking. Also entitled to reimbursement of travel expenses and meals.

VANA Committee Chairs (Except VANA GRC, see separate GRC reimbursement)

AANA Meetings: No reimbursement unless requested and authorized by the VANA Board of Directors.

VANA Meetings: Entitled to reimbursement of travel expenses and meals, and one-night hotel cost (room costs only) for mandatory board meetings.

VANA Committee Members

AANA Meetings: No reimbursement unless requested by the committee chair and subsequently authorized by the VANA Board of Directors.

VANA Meetings: Entitled to reimbursement of travel expenses and meals, and one-night hotel cost (room costs only) for mandatory board meetings.

VANA Peer Assistance Advisor/Wellness Advisor

AANA Meetings: No reimbursement unless requested by said advisors and subsequently authorized by the VANA Board of Directors.

VANA Meetings: Entitled to waiver of registration fees, reimbursement of travel expenses, meals, and hotel cost (room costs only) for mandatory board meetings and VANA educational events at which they are participating as educators.

The GRC and the FPD Committees

The GRC and FPD are independently financed but when requested to attend the VANA board meetings, funding will then come out of the board travel reimbursement.

Student Representatives

AANA Meetings: One senior student from each school or cohort may be reimbursed registration to either the Midyear Assembly or the Fall Leadership meeting. The annual meeting will not be reimbursed unless approved by the President and/or Treasurer/Finance Committee. Lodging at the double-room rate, if appropriate, for the days of the meeting are reimbursable. Travel expenses and meals (per diem) are reimbursable pursuant to the aforementioned policies.

VANA meetings: One senior from each school or cohort are entitled to reimbursement to all VANA board meetings and one VANA educational meeting. Includes waiver of registration fee and hotel costs (double-room rate when appropriate), including parking. Travel expenses and meals (per diem) are reimbursable pursuant to the aforementioned policies.