

**SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS**

**POLICY & PROCEDURES**

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**POLICY TITLE:** Expense Reimbursement Procedure.

**POLICY NUMBER:** 07-15

**DATE SUBMITTED:** May 1, 2008

**DATE APPROVED:**

**APPROVED BY:** SCAHU BOD

**SUNSET:** July 1, 2010

**PURPOSE:** To define the Reimbursement Procedure for Expenses incurred by a member when conducting SCAHU business.

**POLICY:** When conducting business on behalf of SCAHU, directly related expenses will be reimbursed to the member.

**PROCEDURE(S):**

**1. SCAHU Business shall be defined as:**

- a) SCAHU sponsored attendee to a NAHU Event.
- b) Activity for the good of the SCAHU as directed by the SCAHU Board of Directors.

**2. Allowed Expenses:**

- a) Registration Fees.
- b) Travel Costs.
- c) Lodging Costs.
- d) Meal Costs.
- e) Incidental costs directly related to the sponsored activity.

**3. Expenses Not Allowed:**

- a) Social Alcohol.
- b) Extracurricular Entertainment costs.
- c) Costs not directly related to the sponsored activity.

**4. Reimbursement Procedure:**

- a) Within 30 days of incurring expenses, member shall complete the SCAHU Expense report, attach documentation and forward to SCAHU Treasurer for processing.
- b) Within 30 days of receipt of the Expense Report, the SCAHU Treasurer will review, prepare a reimbursement check and deliver to the member.