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Wisconsin Academy of Family Physicians

Board Meeting Expense Reimbursement Policy

(Approved by Executive Committee 11/10/05)

Purpose:

The purpose of the Board Meeting Expense Reimbursement policy is to provide reimbursement to Academy board member for expenses incurred while traveling to and from Academy board meetings. The policy also covers reimbursement for designated expenses incurred during the board meeting.

Definitions:

For purposes of this policy a board meeting is any meeting of the board declared to be an official board meeting. This includes the regularly scheduled board meetings, strategic planning board meetings, board retreats and other special board meetings. The Academy board chair shall be responsible for determining whether or not a meeting is an official board meeting and therefore covered by the above.

Reimbursable expenses shall be limited to the following:

Mileage reimbursement: Members will be reimbursed for mileage to and from a board meeting if the total round trip mileage exceeds 50 miles. If roundtrip mileage exceeds 50 miles, members will be reimbursed for the total miles at the current IRS approved rate. If the roundtrip mileage is under 50 miles reimbursement will not be available.

Airline reimbursement: Generally airline reimbursement is not covered by this policy unless roundtrip mileage exceeds 800 miles.

Train and bus reimbursement: Members will be reimbursed for the cost of train and bus fare to and from board meetings.

Rental Car reimbursement: Generally rental car reimbursement is not covered by this policy.

Hotel Room reimbursement: Members will be reimbursed for one night's lodging at the rate of a standard room for board meetings that necessitate an overnight stay. Generally, members traveling more than 100 miles one way would be eligible for hotel room reimbursement.

Meal reimbursement: Generally meals will be provided in conjunction with the board meeting.

Procedures:

1. Requests for reimbursement must be made in writing (reimbursement form) **within 60 days of a board meeting**. Request must be submitted to the WAFP office.
2. Interpretations of the reimbursement policy shall be made by the board chair. Exceptions to the policy should be requested prior to the board meeting.
3. Reimbursement checks will be processed and mailed within two weeks of submission.