



## WAFP Travel Reimbursement Policy

### **The WAFP Travel Reimbursement Policy has 3 objectives:**

- 1) Provide fair, predictable compensation for travel required of members or staff to attend pre-approved meetings;
- 2) Simplify the method of submitting and processing reimbursement requests;
- 3) Demonstrate value to the chapter by encouraging the returning traveler to present the Board with succinct and timely written feedback and recommendations from the meeting.

WAFP member and staff travelers are expected to exercise financial prudence in travel arrangements and in so doing aid the Board in demonstrating stewardship of chapter resources.

The WAFP travel policy for Active, Student, and Resident member representatives and staff sanctioned to travel to conferences allows for the reimbursement of the WAFP member's or staff's:

- airfare
- ground travel to and from airport and lodgings
- parking fees at airports
- lodging (cost is [GSA per diem](#) OR conference rate)
- per diem food allowance (per [GSA rates](#))
- registration fees (on-time fee, no late fee)

Receipts are expected to be presented with the reimbursement form for all costs except those covered by the per diem.

### Non-Reimbursable Expenses

WAFP maintains that expenses in any category that could be perceived as excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- 1.) Luggage/baggage fees (greater than 1 piece)
- 2.) Travel insurance
- 3.) First class tickets or upgrades
- 4.) Movies or entertainment
- 5.) Alcohol, liquor or bar charges
- 6.) Spa or exercise charges
- 7.) Clothing or toiletry purchases
- 8.) Valet service – without prior approval or if self-pay is not an option

Each traveler should submit travel expenses for reimbursement within 15 business days of return from travel.

Staff will inform each representative of the WAFP Travel Reimbursement Policy and any applicable per diem amounts in advance of travel for a meeting or conference. A blank reimbursement form will also be supplied.

WAFP sends its members to conferences and meetings to benefit both the traveler and chapter membership. So that the chapter can benefit from the traveler's experience at the meeting, a succinct report is expected at the time of expense report submission. The report should contain useful information and/or recommendations for the Board to consider.

1. Functions to be covered

A. Out of State Meetings

- 1.) AAFP ACLF (Annual Chapter Leadership Forum)
- 2.) AAFP NCCL (National Conference of Constituency Leaders)
- 3.) Ten State Regional Conference
- 4.) Annual Meetings of other Constituent Chapters (IL, IN, IA, MI, MN, and OH)
- 5.) AAFP Congress of Delegates
- 6.) AAFP National Conference of Family Medicine Residents and Medical Students (NCFMRS)
- 7.) AAFP State Legislative Conference
- 8.) AAFP Family Medicine Advocacy Summit

B. Intrastate

- 1.) Medical School and Residency Program Meetings
- 2.) Providing testimony for legislative matters
- 3.) Committee Meetings
- 4.) Government Agency Meetings

C. Other functions as approved by the President.

2. Who is Reimbursed to Attend Covered Functions (under purview of President and *as budget allows*)

A. ACLF

- 1.) President or Designee
- 2.) President Elect or Designee
- 3.) 1<sup>st</sup> Vice President
- 4.) 2<sup>nd</sup> Vice President
- 5.) Treasurer
- 6.) Executive Director and/or Staff designee
- 7.) Additional members and staff as approved by the President

B. NCCL

- 1.) One Representative of each of the following 5 special constituencies (as defined by AAFP), selected by the President
  - a. Women
  - b. Minorities
  - c. International Medical Graduates
  - d. Gay, Lesbian, Bisexual or Transgendered
  - e. New Physicians

C. Ten State Regional Conference

- 1.) President
- 2.) President-Elect
- 3.) 1<sup>st</sup> Vice President
- 4.) 2<sup>nd</sup> Vice President
- 5.) Treasurer
- 6.) Executive Director
- 7.) Additional members and staff as approved by the President

D. Annual Meetings of Other Constituent Chapters (IL, IN, IA, MI, MN, and OH)

- 1.) President or Designee

E. AAFP Congress of Delegates

- 1.) President
- 2.) President Elect
- 3.) AAFP Delegates (2)

- 4.) AAFP Alternate Delegates (2)
  - 5.) Executive Director
  - 6.) Executive staff, based on need
- F. NCFMRMS
- 1.) Resident Delegate (Resident Member of the Board of Directors or designee, as appointed by President)
  - 2.) Resident Alternate (Resident Member of the Board of Directors or designee, as appointed by President)
  - 3.) Student Delegate (Student Member of the Board of Directors or designee, as appointed by President)
  - 4.) Student Alternate (Student Member of the Board of Directors or designee, as appointed by President)
  - 5.) Executive staff, based on need
- G. State Legislative Conference & Family Medicine Advocacy Summit (2 or as budget allows)
- 1.) President or Designee
  - 2.) Executive Director or staff member
  - 3.) Legislative Committee Chair or designated committee members
- H. Intrastate
- 1.) President or Designee
  - 2.) Executive Director or staff
  - 3.) Appropriate Committee Chair or designated committee or board member(s)
- I. Other Functions: Members and staff as approved by the President