

OFFICER REIMBURSEMENT POLICIES

The following policies were adopted by the Governing Council of the Texas Environmental Health Association on August 3, 2007.

The Governing Council will determine Officer Travel Expense Budget and the Executive Secretary-Treasurers Travel Expense Budget as part of the adoption of the Annual Budget each year. The purpose of this policy is to outline the travel expenses that will be approved for reimbursement for officers or members representing the association.

The President will be reimbursed for travel while attending TEHA educational conferences, Chapter Meetings, NEHA Annual Conference, TEHA Governing Council Meetings, and any other meeting in which the President is representing the association. Travel expenses include transportation to and from the event, lodging, and meals as outlined below.

As program chair, the First Vice- President will be provided a room at the host hotel.

Members of the Governing Council or any other members approved by the Governing Council to represent the association at meetings shall be reimbursed for transportation, lodging, and meals as outlined in the Officers Reimbursement Policy below.

The Governing Council, may appropriate travel and expense reimbursement in an amount determined by the Governing Council, to the NEHA Region V Vice President, if the NEHA Region V Vice President is a TEHA member and is representing Texas.

All reimbursement is contingent upon their participation and is reimbursed after the conference or event, unless otherwise required.

Exceptions to this policy may be granted by approval by the Executive Secretary-Treasurer or majority vote of the Governing Council.

The Executive Secretary-Treasurer will be reimbursed for travel while attending TEHA Educational Conferences, any additional travel necessary to make arrangements for the conferences, Governing Council Meetings, Chapter Meetings, TEHA Governing Council Meetings, and any other meetings in which the Executive Secretary-Treasurer represents the association. Travel expenses include transportation to and from the event, lodging, and meals as outlined below. Additional reimbursement will be provided for daily travel as part of the routine duties of the position and will be reimbursed at 16 cents per mile.

Exceptions to this policy may be granted by majority vote of the Governing Council

Transportation

1. Air travel must be completed using the least expensive fare available. TEHA is equipped to handle flight arrangements through the Executive Secretary.
2. Travel by railway can also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route.
3. Gasoline or fuel cost will be reimbursed rather than mileage. Receipts must be provided for the amount requested.
4. Fuel receipts must be submitted for reimbursement. This fuel cost must not exceed the least expensive air travel via the most direct economy air route.
5. Other ground transportation expenses, such as parking, taxi, bus, shuttles, etc. whether incurred at point departure or upon return, will be reimbursed providing original receipts are submitted. Please note that car rental will not be allowed without prior approval.

Lodging

Arrangements will be made by the Executive Secretary and will be based on the length of stay required for the presentation. Items such as personal telephone calls and room service items (e.g. food, movies, and bar) are considered personal expenses and will not be paid by TEHA. Any extended stay beyond the time required for the presentation is at the expense of the presenter.

Meals

Meals reimbursement will be authorized on a case-by-case basis with prior approval. Reimbursement will be for the normal cost of meals and must be accompanied by a receipt. Reimbursement will not be made for alcoholic drinks.

HOW TO OBTAIN REIMBURSEMENT

1. Original receipts for lodging, air, ground, and other related expenses for which reimbursement is being requested are required. These receipts should be submitted to the TEHA Executive Secretary.
2. Submit receipts to TEHA within 30 days after the travel has been completed. TEHA will not reimburse receipts received, which are older than 30 days. The receipts should be sent to the Executive Secretary for approval and payment. Payments will be made by TEHA in a timely manner.

Ginger L. Shaffer, R.S.

Ginger L. Shaffer, RS
Executive Secretary-Treasurer
August 3, 2007