Texas Environmental Health Association

OFFICER REIMBURSEMENT POLICY

The following policy were adopted by the Governing Council of the Texas Environmental Health Association on April 10, 2015.

The Governing Council will determine Officer Travel Expense Budget and the Executive Director 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 for the Annual Educational Conference.

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 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 resides in 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 Director or majority vote of the Governing Council.

The Executive Director 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 Director represents the association. Travel expenses include transportation to and from the event, lodging, and meals as outlined below.

Exceptions to the travel policy for the Executive Director may be granted by majority vote of the Governing Council.
TRANSPORTATION

1. Travel must be completed using the least expensive fare available. TEHA is equipped to handle flight arrangements through the Executive Director. TEHA will pay baggage fees for one bag only. Additional baggage fees must be paid for by the traveler.

2. Gasoline or fuel cost will be reimbursed rather than mileage. Receipts must be provided for the amount requested and must be submitted for reimbursement. This fuel cost must not exceed the least expensive air travel via the most direct economy air route.

3. 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. Car rental will not be allowed without prior approval.

LODGING

Arrangements will be made by the Executive Director and will be based on the length of stay required for TEHA business. 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.

MEALS

Reimbursement will be for the actual cost of meals and must be accompanied by a receipt. Officers are expected to make reasonable selections when ordering meals. Reimbursement will not be made for alcoholic drinks.

HOW TO OBTAIN REIMBURSEMENT

Original receipts for all related expenses for which reimbursement is being requested are required. These receipts should be submitted to the TEHA Executive Director.

Receipts must be submitted 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 shall be sent to the Executive Director for approval and payment. Payments will be made by TEHA in a timely manner.

Jodie Halter, Executive Director

Joanna Meyer, President

Revised dates: April 12, 2013, April 10, 2015