

***HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION
NEW JERSEY CHAPTER***

Policy: B04

Title: Expense Reimbursement for Chapter Committee Activities

Date Approved by the Board of Directors: March 10, 2009

Last Reviewed:

Most Recent Revision:

Effective Date:

Title: Expense Reimbursement for Chapter Committee Activities

Policy: The Chapter permits the reimbursement or waiver of certain costs incurred by a Committee Chair or designated Committee Member in the course of performing duties related to Chapter Committee activities.

Purpose: This policy is intended to set guidelines as to what expenses incurred by Committee Chairs and/or Committee Members, related to Chapter Committee activities, will be reimbursed or waived.

Procedure: All events participants must register for any event attended. Committee Chairs or designated Committee Members may receive a waiver of registration fees or request reimbursement of registration fees paid for HFMA NJ Chapter programs developed, sponsored, or coordinated by the committee. This waiver is applicable for:

- **New Jersey Chapter HFMA Annual Institute**
- **Committee Sponsored Educational Programs**

A maximum of two (2) registration waivers per event will be allowed unless otherwise approved by the Board of Directors.

Committee Chairs and/or Committee Members must obtain prior Board approval (via the appropriate Board liaison) for all other expenses related to committee meetings and any committee-related activities, including, but not limited to, any conference room and food and beverage expenses.