

Eastern WV Rural Health Education Consortium POLICY

TITLE OF POLICY: Expense Reimbursement

APPROVED BY: EWVRHEC Board

APPROVAL DATE: October 19, 1999

EFFECTIVE DATE: October 19, 1999

PARTY RESPONSIBLE FOR IMPLEMENTATION: EWVRHEC Field
Professors/Preceptors/ Others

PARTY RESPONSIBLE FOR OVERSIGHT: Site Coordinator and Board

PARTY RESPONSIBLE FOR REVISION AND REVIEW: EWVRHEC Board

STATEMENT OF POLICY:

Individuals may be reimbursed for expenses related to activities they attend on behalf of the EWVRHEC program. Individuals may be board members, students, preceptors, field professors, or others associated with the program. The following guidelines clarify the procedure that must be followed in order to receive reimbursement for expenses:

- The attached Request Form for Reimbursement of Expenses must be submitted in advance to the site coordinator.
- Original receipts must be submitted to the site coordinator for reimbursement of expenses.
- Expenses include mileage, lodging, and meals. Mileage will be reimbursed at the Lead Agency rate. Registration fees are a separate expense and must be disclosed on the request form.
- Board members will be reimbursed a standard rate for travel to EWVRHEC Board meetings.
- Reimbursement of an individual's time to prepare or attend an activity on behalf of the EWVRHEC program may be reimbursed and will be determined by the EWVRHEC Board. Advance approval from the EWVRHEC Board is required.
- The Board shall annually review meeting requirements and specify those meetings eligible for reimbursement of travel expenses for activities pertinent to the organization's mission subject to budget limitations established by annual Board review.
- No expenses other than those indicated will be reimbursed without prior approval from the EWVRHEC Board.

SIGNATURES:

Robert L. Harman
Lead Agency Administrator/Board President

REVISION/REVIEW DATES AND NOTES:

8/18/09 - Reimbursement rate changed from WV state rate to Lead Agency rate.