

<b>Title: Delegate Reimbursement Policy</b>	<b>Number:</b>
<b>Cross Reference:</b> Texas ENA Standard Operating Procedures 07/11/2020	
<b>Approved by:</b> Texas ENA State Council Board of Directors	<b>Origination Date:</b> 12/28/2020
<b>Revised by:</b>	<b>Approval Date:</b> 09/18/2022
	<b>Revision Date:</b>

**I. POLICY PURPOSE:**

The purpose of this policy is to outline the reimbursement of members of the Texas Emergency Nurses Association, Inc who are serving as delegates to the national Emergency Nurses Association General Assembly.

**II. POLICY BACKGROUND:**

This policy is meant to explain how delegates are assisted financially in their travel expense reimbursement as it relates to the Internal Revenue Service Code. Pursuant to the Internal Revenue Service Code, members are not to personally profit from reimbursement of travel expenses from Texas ENA or any other source of financial reimbursement. Each delegate must declare if receiving any funds for expenses associated with attending the national General Assembly.

Members are entitled to receive financial reimbursement, from all sources, totaling no more then the actual costs incurred to serve in the role as a delegate to General Assembly.

Definitions:

**Texas State Council**, per the Bylaws, refers to the not-for-profit corporation that represents all ENA members residing or licensed in the state.

**Texas ENA State Council Board of Directors** (BOD, board) refers inclusively to the elected members of the board of directors.

**Member** is an ENA member who resides or is licensed in the state of Texas whose membership is established through membership in the National ENA.

**Budget** is the budget as approved annually or amended by the current BOD.

**Delegate or alternate** is a member selected by the assigned committee and the BOD to represent Texas ENA at the National General Assembly.

**Travel** is any travel by a member or board member for the purpose of representing the Texas ENA for conducting business of that organization.

**Travel reimbursement** is funding for travel for members conducting business for Texas ENA and in accordance with current Internal Revenue Service Code and approved by the BOD. Travel reimbursement includes the lesser of air travel or mileage reimbursement per current IRS guidelines reflecting standardized city to city mileage and per mile rates, host hotel rates, reasonable association expenses (copies, postage, shipping and handling and internet access), and per diem (reasonable expenses for meals, parking, public transportation, gratuities, etc) or as approved by the BOD. Expenses for the day of travel, days of General Assembly and day of return travel are reimbursable.

**III. PROTOCOL/PROCEDURE:**

1. Each year National ENA holds a General Assembly where delegates represent Texas ENA to conduct the business of the parent organization. The Texas ENA BOD will consider delegate travel expenses in the budget each year for an amount deemed appropriate for each delegate.
2. Travel reimbursement may be paid in advance to each delegate as determined by the BOD.
3. Any member desiring to be a delegate must complete the Delegate Application Form and submit it to their local chapter president or the committee chair for consideration.
4. Each delegate must submit an Tx ENA Travel Expense Reimbursement Request Form to the state treasurer within 30 days of completion of General Assembly with receipts for all expenses. Any funds received from TX ENA not used for expenses must be returned with submission of the form. Each delegate must declare if receiving any other funds for expenses associated with attending the national General Assembly. Funds received outside of Tx ENA, may be subtracted from funds provided by Tx ENA.
5. Each delegate must fulfill the obligations of a delegate as outlined by the committee to be eligible for reimbursement.
6. Delegates that receive funds and subsequently resign as a delegate will return all funds to the Tx ENA treasurer at the time of the resignation.
7. Any delegate that does not comply with the obligations or this policy may be prohibited from serving as a future delegate for TX ENA as determined by the committee or the BOD.
8. Any delegate that does not comply with the obligations or this policy may be prohibited from serving as an elected or appointed office or committee chair as determined by the BOD.