

Title: Travel Reimbursement Policy	Number:
Cross Reference: Texas ENA Standard Operating Procedures 07/11/2020	
Approved by: Texas ENA State Council Board of Directors	Origination Date: 01/07/2021
Revised by:	Approval Date: 09/18/2022
	Revision Date:

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 representatives of TX ENA to conduct business of that organization.

II. POLICY BACKGROUND:

This policy is meant to explain how members 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.

Members are entitled to receive financial reimbursement, from all sources, totaling no more than the actual costs incurred to serve in the role as a representative of Tx ENA.

Member eligible for reimbursement is any member conducting business of this organization for the benefit of this organization and may include any member, member of the Board of Directors, committee chair/co-chair or by special appointment by the board of directors. Committee chairs may appoint a member to conduct committee business of the organization and reimbursement may be allowed by the BOD.

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.

Delegate is a member of a Tx ENA local chapter that is representing that local chapter at a Tx ENA General Assembly meeting.

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

Travel is any travel by a member or board member for the purpose of representing the Texas ENA for conducting the 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 conducting business and day of return travel are reimbursable.

III. PROTOCOL/PROCEDURE:

- A. The Texas ENA BOD will consider travel expenses in the budget each year for an amount deemed appropriate for any member that will conduct business for the organization.
- B. Board travel will be considered for each board member in order to fulfill the duties and obligations of that board member.
- C. Each committee chair will submit a budget for travel for committee members necessary to conduct the business of that committee.
- D. Each member must submit an Tx ENA Travel Expense Reimbursement Request Form to the state treasurer within 30 days of completion of travel with receipts for all expenses.
- E. Delegates of local chapters to a quarterly Tx ENA General Assembly may be considered for reimbursement by the state BOD provided funding is not provided by the local chapter due to financial status. Delegates must submit an Tx ENA Travel Expense Reimbursement Request Form with receipts for expenses to the treasurer within 30 days after the state General Assembly for consideration. The following conditions must be met for consideration for funding:
 - 1. The chapter must have an annual budget submitted to the state treasurer,
 - 2. The chapter must have a narrative submitted to the treasurer, and
 - 3. The chapter must have all required IRS forms submitted by required deadlines.
 - 4. A request for assistance form should be submitted to the chapter board liaison via email four weeks prior to travel to the General Assembly meeting. Information must include the chapter name, delegate name, reason for the assistance and an estimate of assistance needed. The form must be submitted and signed by the chapter president (electronic signatures are acceptable.). The Tx ENA president and treasurer will consider requests three weeks prior to the state meeting.
 - 5. Chapters with the greatest need will be granted highest priority. This is determined by the number of meetings attended in the past 12-month period. The chapters with either impending disseverment from ENA due to non-compliance with the delegate attendance policy, or the chapters with the lowest attendance records will be assisted first.