

Title: Delegate Reimbursement Policy	Number:
Cross Reference: Texas State Council Standard Operating Procedures 07/11/2020	
Approved by: Texas State Council Board of Directors	Origination Date: 12/28/2020
Revised by: Delegate Selection Committee & Board	Approval Date: 09/14/2023
	Revision Date: 09/03/2023

I. POLICY PURPOSE:

The purpose of this policy is to outline the reimbursement of members of the Texas State Council 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 State Council 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 than the actual costs incurred to serve in the role as a delegate to General Assembly.

Definitions:

Texas ENA State Council (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 State Council at the National General Assembly.

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

Travel reimbursement is funding for travel for members conducting business for Texas State Council and in accordance with current Internal Revenue Service Code, Texas State Council Travel Reimbursement Policy, 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 State Council to conduct the business of the parent organization. The Texas State Council BOD will consider delegate travel expenses in the budget each year for an amount deemed appropriate for each delegate. The BOD is reimbursed the same amount as the other delegates.
2. 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.
3. Each delegate must submit a Texas State Council 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 Texas State Council not used for expenses must be returned with submission of the expense report. For those funds not returned or accounted for on the expense report, a 1099 will be issued. Funds received outside of Texas State Council, may be subtracted from funds provided by Texas State Council.
4. Each delegate must fulfill the obligations of a delegate as outlined by the committee to be eligible for reimbursement.
5. Delegates that receive funds and subsequently resign as a delegate will return all funds to the Texas State Council treasurer at the time of the resignation. For funds not returned, a 1099 will be issued to the member in the amount owed.
6. Any delegate that does not comply with the obligations or this policy may be prohibited from serving as a future delegate for Texas State Council as determined by the committee or the BOD.
7. Any delegate that does not comply with the obligations or this policy may be prohibited from serving as an elected or appointed officer or committee chair as determined by the BOD.