

Title/Description: Reimbursement for Expenses		Filing Number: FN-1
Effective Date/Revised Date: Effective: September 21, 2011 Revised:	Approved by: Board of Directors	Responsible Author: Board of Directors
References/Resources Cited:		Applies to:

Purpose:

1. The Kansas Respiratory Care Society (KRCS) will have a policy defining guidelines for reimbursement of out-of-pocket expenses to any KRCS member for KRCS activities.

Procedure:

1. Board members or any KRCS member whose physical presence at a meeting has been requested by the President may submit for and receive reimbursement for travel expenses to include:
 - a. Gas receipts
 - b. Toll fees, if applicable
 - c. Lodging fees for one overnight stay at a hotel if traveling over 50 miles to the requested meetings. The total amount reimbursed for lodging may not exceed \$100 without advanced approval from the board.
2. Refer to ED-1, Education Committee Policy, regarding reimbursement for travel to KRCS Education Seminars.
3. All expenses eligible for reimbursement are submitted to the Treasurer with the following:
 - a. "Request for Reimbursement/Report Income" (see attachment A).
 - i. The form may be accessed on the KRCS Officers Resource Page under "Treasurer's Section" online.
 - b. Receipts must accompany the form.
4. Budgeted expenses for KRCS activities in conjunction with the American Association of Respiratory Care (AARC) will be reimbursed by the Treasurer upon receipt of "Request for Reimbursement/Report Income" form and receipts. These activities may include but not limited to:
 - a. PACT, Washington DC Travel for up to 3 persons
 - i. PACT Leader(s)
 - ii. Other
 - b. AARC House of Delegate Travel
 - i. Senior Delegate
 - ii. Junior Delegate
 - c. AARC International Conference Travel
 - i. President
 - d. AARC Leadership Workshop Travel
5. Reimbursement for non-budgeted expenses must be approved by the Board of Directors.