

**HFMA**

**Great Lakes Chapter**

**Policies and Procedures**

January 2009

**HFMA**  
**Great Lakes Chapter**  
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	Page
<b>Policies and Procedures:</b>	
1. Advertising	3
2. ANI Reimbursement	3
3. Annual Budget	4
4. Awards and Gifts	4
5. Board of Directors	5
6. Board Meetings	5
7. Board Member Requirements	6
8. Committee Member Requirements	6
9. Certification	7
10. Davis Chapter Reporting	7
11. Educational Programs	7
12. Executive Committee	8
13. Fall Presidents Meeting	9
14. Financial Records	10
15. Financial Review	11
16. Golf Outings	12
17. Investment Policy Guidelines	12
18. Leadership Training Conference (LTC)	13
19. Newsletter	13
20. Newsbrief	14
21. Sponsorship	15
22. Chapter Guidelines for Mailing List and/or Database Use	16
23. E-Mail Communication	16
24. Travel-and Reimbursement Policy	17
25. Web Site	18
26. Helen M. Yerger Awards	18

## Advertising

The chapter will provide advertising in the NewsBrief, Newsletter, Membership Plan, Program, Golf Outings, and Web site.

The ad rates will be based on the following:

<b>Publication</b>	<b>Ad Size</b>	<b>Gold Sponsor</b>	<b>Silver Sponsor</b>	<b>Bronze Sponsor</b>	<b>Non Sponsor</b>
<b>Newsbrief</b>	Full Page	\$100	\$100	\$100	\$100
	Half Page	\$ 50	\$ 50	\$ 50	\$ 50
	Quarter Page	\$ 35	\$ 35	\$ 35	\$ 35
	Name Listed	Included	Included	Included	N/A
<b>Newsletter Rates: Per Issue/All Four Issues</b>	Full Page	\$200/\$600	\$200/\$600	\$200/\$600	\$200/\$600
	Half Page	Included	\$150/\$450	\$150/\$450	\$150/\$450
	Quarter Page	\$75/\$225	Included	\$75/\$225	\$75/\$225
	1/8 Page	\$50/\$150	\$50/\$150	\$50/\$150	\$50/\$150
	Name Listed	Included	Included	Included	N/A
	Job Listings	Included	Included	Included	\$50/per job
<b>Web Page</b>	Full Page				\$100/Mo.
	Half Page	Included	Included	\$187.50/Yr	\$50/Mo.
	Quarter Page				
<b>Program</b>	Full Page				
	Half Page				
	Quarter Page				
	Name Listed	Included	Included	Included	N/A
<b>Membership Services Plan (Directory)</b>	Full Page	Included			\$750
	Half Page		Included	Included	\$500
	Quarter Page				\$250
<b>Golf Outings</b>	Signage per Hole	Included (one hole)	Included (one hole)	Included (one hole)	\$100/Hole

## ANI Conference

The chapter will reimburse the Past President or alternate up to \$3,000 to attend the annual HFMA ANI conference.

- The Past President will be responsible to accept chapter awards.
- The Past President will represent the chapter at all functions at the conference.
- Attendee will be required to submit supporting documentation for travel expenses as required under the travel policy.

- In the event that the Past President cannot attend the ANI conference, the President and President Elect will attend. If neither is available, the Executive Committee will select an alternative to attend for the chapter in the following order:
  - Secretary
  - Treasurer
  - Past President
  - Board Member (longest serving)

## **Annual Budget**

The Treasurer will prepare an annual operating budget.

- The Board will approve the annual budget before June 1<sup>st</sup>.
- The budget will be prepared with input from Committee chairs, President Elect, Secretary, Treasurer, and incoming Treasurer.
- Committee Chairs will submit budgets for their committees to the Treasurer by April 15<sup>th</sup>.
- The Treasurer will prepare the budget in conjunction with the strategic plan.
- The budget is to be prepared showing all revenues and expenses.
- The budget is to incorporate detailed schedules supporting revenues and expenses by category.
- The budget will include a forecast of cash and investment account balances.
- The budget will be submitted to HFMA National by June 1<sup>st</sup> of each year.
- The Annual Budget will be published in the June Newsbrief, Summer Newsletter, and Membership Plan.
- Emergency non-budgeted expenditures may be approved by the Executive Committee (President, President Elect, Secretary, and Treasurer).

## **Awards and Gifts**

The chapter will provide annual awards and gifts for the following achievements and recognition:

- Founders Awards
- Past President's Plaque
- President's Pin
- Presidents Award
- Outgoing Presidents Gift

In addition, the Board of Directors may approve other awards, gifts, and prizes within budget constraints for the following:

- Special achievement or recognition of Board Members, Committee Members, or Chapter Members.
- Golf Outings
- Speaker appreciation gifts, limit \$50 (when no honorarium is paid)

- Goals to increase Membership, Sponsorship, Certification, Program Attendance, or other approved Board activities.

## **Board of Directors**

The board shall be comprised of the Executive Committee (President, President Elect, Secretary, Treasurer, and immediate Past President), two (2) Directors (Northern Michigan and Upper Peninsula), and four (4) Board Members.

### ***Quorum***

A majority of the seated board members shall constitute a quorum for the purposes of conducting business at board meetings.

### ***Chain of Command***

The following chain of command is to be followed in the absence of the President;

1. President-Elect
2. Secretary
3. Treasurer
4. immediate Past President
5. Directors and Board Members, most senior to least senior
6. Committee Chairs, most senior to least senior
7. Committee members, most senior to least senior

## **Board Meetings**

The Chapter will hold four Board Meetings per year in accordance with National HFMA guidelines. Board members may have the option of participating by teleconference when available. All Chapter members are invited to attend, unless a meeting or topic has been designated as “Board Member Only.”

Special meetings may be approved by the Executive Committee as needed to complete the requirements of the Chapter.

Notification of meetings will be provided by the President no less than 30 days prior to such meeting. Notification of special meetings will be provided no less than 15 days prior to such meeting. The purpose of the special meeting will be included in the communication. Notification of meetings will be communicated to the Board Members and Chairpersons by mail, Newsbrief, or E-mail.

At each Board meeting the following will be reported as a minimum:

- Minutes of the last meeting
- Financial report for the most current month end
- Committee reports and minutes

At least annually the following will be reported to the Board and HFMA National:

- Annual Budget

- Strategic Plan or Chapter Balanced Scorecard

## **Board Member Requirements**

Elected or appointed Board Members have a responsibility to conduct the business of the Chapter as required under the Chapter Bylaws and the requirements of HFMA National. In addition, the Board of Directors may approve additional requirements to insure the continued success of the Chapter. Failure of a Director to meet the minimum requirements will result in removal from the Board. Such removal will require a majority vote by the Board of Directors.

Minimum Board Requirements (unless excused by President):

- Attend three Board Meetings
- Attend the Annual Strategic Planning Meeting
- Attend two Chapter Programs
- Chair or actively participate in at least one Committee

The Secretary will maintain Board Member attendance records and report such attendance at each Board meeting. The report will note by meeting date the attendance or absence of each Board Member.

## **Committee Member Requirements**

Similarly, committee members have a responsibility to conduct the business of the Chapter as required under the Chapter Bylaws and the requirements of HFMA National. As a whole, the committee is charged with the responsibility to create and implement plans that will meet the stated goals of the chapter.

The Chairperson will be required to:

- Facilitate committee meetings throughout the year with the purpose of communicating and fulfilling goals of the chapter.
- Prepare a written report for each board meeting summarizing the actions the committee has taken and plans to take for the remainder of the year.
- Attend board meetings when requested by the President or when significant matters are being discussed related to that committee.
- Attend the annual Strategic Planning Meeting.
- Attend two Chapter Programs.

Committee Members (including the Chairperson) will be required to;

- Attend 80% of committee meetings (via phone if approved by the Chairperson).
- Support the committee's work through his or her actions and words.
- Assume a portion of the committee's workload.
- Respond to communications in a timely manner.

## **Certification**

It is the policy of the Chapter to promote and support the members to obtain certification. To encourage certification, the Chapter will maintain a certification program. To encourage members wishing to sit for the exam, the Chapter will provide study guides under the following guidelines:

- The chapter will purchase the necessary Core study guide material.
- The Certification Chairperson will be responsible for the ordering and updating the study guides.
- Core study guide material will be updated as published by National HFMA.
- Other portions of the exam will be ordered as needed.
- There is no charge for any member in good standing to use the study guides.
- The Certification Chairperson will be responsible for maintaining the study guides, distributing to members, and tracking their return.
- Study guide material will be loaned out up to two months and for subsequent two-month periods if not otherwise requested by another member.
- It is the member's responsibility to return the study guide material at the end of the two-month period.
- Lost or damaged study guides will be replaced at the expense of the member.

Members planning to sit for the exam will be required to notify a member of the Certification Committee. The committee member will coordinate the date and location with the member.

## **Davis Chapter Reporting**

It is the policy of the Chapter to report all Davis Chapter activities according to HFMA National requirements. The Secretary will be responsible for the accurate and timely reporting to insure that all Davis Chapter requirements are met. The Secretary may coordinate with and delegate the reporting to the Chapter Administrative Assistant.

## **Education Programs**

The Chapter will provide at least four Educational programs each year. Additional programs will be developed based on member requests or topics requiring immediate presentation. The program committee will try to schedule the educational programs in locations that allow us to serve our geographically dispersed membership. The program committee will strive to put together a schedule that will meet the minimal number of education hours required by National. The Program Chairperson will be responsible for topic development, coordination of programs, reporting of Davis Chapter requirements to the Secretary and/or Chapter Assistant and coordinating payments or collections with the Chapter Assistant and Treasurer. The Education Program Committee shall be responsible for the following in developing programs:

- Program topics

- Program information (topic, purpose, learning expectations, cost, dates, locations, times, speaker profiles, registration information)
- Setting program fees
- Obtaining speakers
- Setting program dates
- Obtaining locations for programs
- Obtaining beverage and meals for the program
- Coordinate with the facility where the program is being held for program needs (tables, chairs, room set up requirements, visual aid requirements (flip charts, projection screens, tape, markers, etc)
- Name tags for speakers, attendees, Board Members and Officers, etc.

The program Chairperson or program committee member will coordinate as needed with the Chapter Assistant to disseminate the program information to the chapter members. In addition the Program Chair or Committee Member will notify the Program Chairs of the Eastern and Western Chapter of the programs for distribution to their members.

#### Registration Process:

- Registration forms and payments will be sent to the Chapter Assistant.
- The Chapter Assistant will send (E-mail) the registration list to the Program member that will be responsible for checking in program attendees noting which members have paid.
- The Chapter Assistant will send the registration list and checks to the Treasurer for deposit.
- Program member will send registration list and payments collected at the program to the Treasurer for deposit.
- Treasurer will collect from any unpaid participants.
- Program member responsible for registration at the program will send original of signed registration list to the Chapter Assistant for Davis Chapter reporting.

### **Executive Committee**

The Executive Committee will be comprised of the President, President Elect, Secretary, Treasurer, and immediate Past President.

- Except as otherwise provided in the Chapter Bylaws, the Executive Committee shall have and exercise the authority of the Board of Directors in all matters arising in the governance of the Chapter between meetings of the Board of Directors. The action of the Executive Committee shall be reported to the Board of Directors no later than its regular meeting.
- The President or any three (3) members of the Committee may call meetings of the Executive Committee. Notice of any meeting of the committee will be given to the members at least 14 days in advance of the meeting.
- Meeting may be held via phone conference depending on the agenda or availability of the committee members.

- A majority of the Executive Committee will constitute a quorum for the transaction of business at any meeting of the Executive Committee.

### **Fall Presidents Meeting**

It is the policy of the Chapter to participate in the annual Fall Presidents Meeting as required by HFMA National.

- The President and President Elect will be the representatives of the Chapter to attend meeting.
- As a minimum, either the President or President Elect must attend the meeting.
- All necessary expenses as allowed under the travel and reimbursement policy will be reimbursed including one social event.

It is the responsibility of each chapter within Region 6 on an alternating basis to sponsor the Fall Presidents Meeting.

- It will be the responsibility of the President Elect of the Chapter to plan and coordinate the meeting with National, Regional Executive, Regional Executive Elect, and HFMA Chapters within Region 6.
- Will need to select and secure the location, hotel accommodations (block of rooms), meeting facility, food for the meetings, and dinner at the end of the first day session (Sunday).
- The meeting will be held in August/September each year typically on Sunday and Monday.
- The host will be responsible for preparing a budget for the event (should be less than \$7,000).
- Each Chapter will budget and pay up to \$1,000 for expenses related to hosting the event each year.
- The President Elect may plan one or more Social events.
- Host will notify National no later than the end of December the dates of the meeting.
- Host will notify and coordinate with National, Regional Executive, Regional Executive Elect, and Regional Chapters the dates of the meeting, location, maps, hotel information, planned social events, no later than March.
- The Chapter is required to cover the cost of the Banquet/dinner. The cost of the spouse or guest will be the responsibility of the attendees and should be communicated in all literature sent to attendees.
- Registration forms are to be sent to the attendees to determine the attendance for hotel confirmations (or room cancellations as required by the contract) meetings, meals, and social events.
- All expenses and monies received from National and other chapters along with supporting documentation are to be provided to the Treasurer and reported in the financial reports.

## **Financial Records**

The Chapter shall maintain financial records using sound accounting practices and provide monthly and annual reports to the Board and HFMA National as required. The Treasurer is responsible for maintaining the financial records and financial reports.

The Chapter will maintain the following records:

- Checkbook, savings/investment records.
- Bank and Investment statements and related reconciliation's.
- Cash receipts and disbursements records.
- Records of deposit or funds transfers.
- Program registration reports supporting deposits.
- Invoices check requests, and other appropriate documentation supporting all expenditures.
- Accounts receivable records.
- Monthly and annual financial statements.
- Tax form 990 and supporting information as reported to HFMA National.

Accounting Method:

- The Chapter shall use the accrual method of accounting for financial reporting and tax (990) filing.

IRS 990 Tax filing:

- Send 990 report to HFMA National by August 1.
- The Chapter is required to have the Financial Review of the records completed prior to filing the 990 report.
- The Treasurer is to maintain IRS 990 return for seven years.

Bank and Saving/Investment Accounts:

- The bank and investment accounts of the Chapter will have as a minimum three authorized signatures to maintain continuity from year to year. The authorized signatures shall be those of the President Elect, Secretary, and Treasurer.
- The outgoing Treasurer will be responsible for obtaining the appropriate signature cards and board resolutions to add or delete the authorized signors by June 1 of each year.

Expenditure Approval:

- The Treasurer will be authorized to pay all documented expenditures within the approved budget.
- The Treasurer will review all expenditures with and obtain the Presidents approval prior to payment.
- Expenditures outside of the approved budget will require Board approval.

- Emergency expenditures outside of the approved budget will require approval of the President. Such emergency expenditures will be reported on at the next Board meeting.

#### Record Retention:

- The Chapter will maintain all financial records for a minimum of seven years.
- The Treasurer will be responsible for maintaining such records.
- It will be the responsibility of the outgoing Treasurer to transfer such records to the incoming Treasurer.

#### Reporting:

The Treasurer will present at each Board meeting the following reports:

- Income Statement with actual to budget variances for the month and YTD.
- Balance Sheet
- Disbursement Register
- Report Days Cash on Hand
- Sponsorship revenue by category, actual to budget
- Investment activity

## Financial Review

The Financial Review Committee will review the Chapters financial records within 30 days of the end of the Chapters fiscal year end (May 31).

- The Outgoing Treasurer will coordinate with the Financial Review Committee the review of the financial records.
- The Committee shall examine all records maintained by the Treasurer.
- The Committee shall prepare a written report and present the same to the Board of Directors within 60 days of the Chapters fiscal year-end (May 31).
- The Committee shall prepare a list of recommendations if determined from the review.
- The Committee will comply with the minimum HFMA Davis Chapter review requirements in the financial review.
- Upon completion of the review, the Committee shall deliver the financial records to the current Treasurer for retention.
- A copy of the signed and completed **Financial Review Program** (forms) must be sent to HFMA National by August 1. The document must be mailed or faxed (not e-mailed).
- A copy of the **Financial Review Program** must be kept permanently on file by the Treasurer.
- The Financial Review Committee Chairperson will notify the Treasurer of the completion of the Financial Review and any corrections to the records for completion of the IRS 990 return.

## **Golf Outings**

The Chapter will host up to two golf events annually for members, sponsors, and guests. The President will appoint the Golf Committee Chairperson each year. The appointment will be made after the fall golf event to provide adequate time to plan and reserve dates for the following year. The Golf Chairperson will have the responsibility to select members for the committee. The golf events shall be planned as a networking and fund raising event for the Chapter. Funds raised are to be used each year towards educational programs or certification study guides as the Board recommends.

The Golf Committee will be responsible for the following:

- Establishing the date and time
- Selecting the location for the event(s)
- Coordinating mailing for registration
- Setting fees
- Submission of budgets for each event to the Treasurer by April 15th
- Setting fund raising goals
- Menu and beverage planning
- Golf event rules
- Contests to be played
- Obtaining Sponsors for hole advertisements, event underwriting, gifts, and prizes
- Coordinating receipts with the Treasurer prior to the event, at the event, and following the event including collection
- Coordinating with the Treasurer payment of event expenditures with supporting invoices and receipts
- Adequately staffing at the events for registration, scoring, sign collection, and awarding gifts and prizes
- Reporting results of each event to the Board

## **Investment Policy Guidelines**

The objective of the Chapter regarding investments of cash is to:

- Assure adequate safety of principal
- Attain an optimal return on invested funds without sacrificing the safety of principal
- Maintain a liquid position to meet the obligations of the Chapter without incurring penalties for liquidation

The funds of the chapter may be invested in individual instruments or mutual funds. The instruments allowed are:

- **Certificate of Deposits** - The amount invested in any one banking or savings institution shall not exceed the \$100,000 insurance limit. Maturity of any CD will be no longer than one year.
- **Cash Management Accounts** – These investments shall be limited to an amount not to exceed \$25,000.

- **US Government Securities** – These investments shall include securities issued by the federal agencies backed by the full faith and credit of the US government, including treasury bills and notes.
- **Corporate Bonds or Notes** – These investments shall be limited to ratings of A-1 by Standard and Poor and P-1 by Moody's for commercial paper and to rating AA or better for investment grade corporate bonds.

The above investment instruments may be invested in direct instruments or through mutual funds.

- **Maturities** – An amount equal to three months operating expenses shall be in cash. An additional amount of cash equal to three months operating expense may be invested in short term investments with maturities of six months or less. Remaining cash may be invested in maturities of one year or less.
- **Management Responsibilities** – Management responsibility for the investment of chapter funds rests with the Treasurer. The Board of Directors must first approve any changes in the investment strategy.

### **Leadership Training Conference (LTC)**

It is the policy of the Chapter to send the President Elect, Secretary, Treasurer, and Program Chairperson each year to the Leadership Training Conference. If any of the individuals can not attend LTC, the Executive Committee will determine an alternative Board or Committee Chair as an alternate. In selecting the alternate, the Executive Committee will consider the selection based on the following criteria:

- A Board member who will be moving into an Officer position in the following year.
- A Board member or Committee member in a key role that the Executive Committee determines is critical to the success of the Chapter.

The Chapter will pay for reasonable expenses for the attendees for transportation (mileage, taxis, shuttle service), hotel accommodations, meals, and other expenses as allowed under the travel and reimbursement policy.

The individuals attending LTC will be expected to provide an update at the next Board meeting with their plan for implementing suggestions or ideas gathered from this conference.

### **Newsletter (Great Lakes Gazette)**

The Chapter will publish a minimum of three Newsletters (Great Lakes Gazette) per year. The format of the Newsletter will be the responsibility of the Newsletter Committee. The Newsletter will be published on the Chapters Web site and mailed to members who do not have Web access. Members of the chapter will be notified via e-mail when the newsletter is published. The newsletter must include any combination of at least four of the following items:

- Annual report
- Educational articles
- Industry news
- Original articles or reprints
- Technical articles
- Chapter committee information
- National activities
- Member profile
- Sponsor profile
- Letter from Regional Executive
- President's message
- Editor's column
- Summary of recent Chapter meetings/events
- Executive summary of the chapter strategic plan
- Educational programs (subject, dates, and location)
- Chapter news (member listing, new members, new certified members, Founders award winners, etc.)

The following items are not required but shall be included when presented:

- Job postings
- Advertising for sponsors and non sponsors
- Listing of Officers, Board Members, and Committee Chairpersons
- Other information as determined by the Executive Committee or Board of Directors

### **Newsbrief**

The Chapter will publish nine monthly Newsbriefs. The Newsbrief is to include the following information:

- Presidents Message
- Educational Program schedule
- Member Count
- Treasurers cash report
- Committee articles
- Chapter events
- Committee and Committee Chairpersons
- Officer and Board members
- Listing of Sponsors
- Advertisements

Other information that may be included:

- Member information (awards, position changes, recognition, published articles)
- Officer and Board communications

## Sponsorship

The Chapter will seek Business and Individual sponsorship in supporting the Chapter's educational and development activities. The Chapter will seek Gold, Silver, and Bronze Sponsors and will set sponsorship fees to include the follow benefits:

### Great Lakes HFMA Sponsorship Benefits (revised 11-24-2008)

<b>Bronze (\$500)</b>	<b>Silver (\$1,500)</b>	<b>Gold (\$2,500)</b>
Listing of sponsor's name and logo in all newsletters, Membership Directory and all educational program announcements	All of the benefits of a Bronze, plus...	All of the benefits of a Bronze, plus...
Sponsor ribbons for name badges for reps attending educational programs	¼ page profile or /acknowledgment in each newsletter	½ page profile or /acknowledgment in each newsletter
Signage with sponsor's name and logo at one golf hole at an annual golf outing	½ page profile/acknowledgment in annual Membership Directory.	Full-page profile or acknowledgment in annual Membership Directory.
Recognition during welcoming or closing remarks at all Chapter events	<b>Three</b> complimentary registrations to a Great Lakes Chapter of HFMA Educational Session	Free registration for <b>five</b> individuals to all Great Lakes Chapter of HFMA Educational Sessions
½ page advertisement in Membership Directory	<b>Three</b> complimentary registrations at an annual golf outing	<b>Five</b> complimentary registrations at an annual golf outing
Option of sponsoring an educational session and presenting a topic to educate members (Sponsoring Organization will pay all fees of educational session)	<b>Three</b> free registration to the annual spring event	<b>Five</b> free registrations at an annual spring event
One complimentary registration to an Education session		Opportunity for a display table at all education events hosted by the GL Chapter (Does not include education events shared with other Chapters)  Distribution of sponsor's logo items members on a best efforts basis (if requested)

*The Sponsorship Committee will survey the sponsors on an annual basis to measure the effectiveness and value of being a sponsor. The committee will communicate to the sponsors how their sponsorship dollars were spent.*

### **Chapter Guidelines for Mailing List and/or Database Use**

The Great Lakes Chapter will use the chapter mailing list or member database solely to conduct the business of the chapter and HFMA National.

Examples of chapter business usage include:

- Distribution of member communications as defined by the Davis Chapter Management System (newsletters, bulletins, etc.)
- Distribution of ballots for elections of chapter officers or bylaws changes
- Notification of chapter meetings to carry out the business of the chapter
- Notification of chapter educational events
- In the instance of co-sponsored educational events with non-HFMA organizations, the chapter may provide a limited or one-time use to the co-sponsoring organization. Additionally, the promotional material must include the chapter name and if a logo is used, it must be the chapter logo (i.e. not to be mistaken for the HFMA National only logo).
- Sponsorship – The Chapter may not offer the chapter mailing list or database of members as part of any chapter sponsorship package. However, the chapter may provide a list of pre and post registered program attendees as part of a chapter sponsorship package. This information **MUST** exclude email addresses and contact information of HFMA individuals who have specifically requested 'no outside usage' on their HFMA member profile.
- The Chapter will include a valid postal address of the sender, preferably the office address of the chapter administrative secretary. This cannot be a post office box, but must be a physical address that includes a street name.
- The Chapter will not use a subject heading that is likely to mislead the recipient as to the subject of the email

### **E-mail Communication**

- When communicating with chapter members via mass e-mail distribution, the chapter will protect the privacy of chapter member email addresses by ensuring that the email addresses are not displayed in a manner that makes them vulnerable to being copied, pasted and misused by the recipient. Placing email addresses in the bcc (blind carbon copy) section of the email form fosters email address privacy.

- The Chapter will clearly and conspicuously identify that the message is an advertisement or solicitation. This information does not need to be in the e-mail subject line. Also, this requirement does not apply if the sender receives something from the receiver saying that they want the information.
  - Subject Line Example: HFMA XXX Chapter January 19 Educational Seminar
- The Chapter will give the recipients the ability to "opt-out" electronically from future emails of this nature. The Chapter is required to forward this info to HFMA National in order to keep the HFMA National database updated.
  - Sample Language: You are currently subscribed to receive this email from the THE GREAT LAKES CHAPTER of HFMA. If you no longer want to receive these e-mails, please send an email to INSERT SENDER'S EMAIL ADDRESS and request that your name be removed from the list.

### **Travel and Reimbursement Policy**

The Chapter will provide reasonable expenses and registration fees for the following meetings:

- Annual National Institute (ANI) for the Past President. The Chapters reimbursement will be limited to reasonable expenses and subject to the reimbursement policy.
- Leadership training conference (LTC) for the President Elect, Secretary, Treasurer, and Program Chairperson or other attendee as determined by the Board of Directors.
- Fall Presidents Meeting for the Chapter President and President Elect.
- Prior approval by the Board of Directors is required for all travel, registration fees or related expenses.

Reimbursement for travel expenditures will be as follows:

- Meals - Meals should be itemized and receipts obtained for meals over \$25.
- Accommodations – Allowance will be at a single rate (or double rate if the same) at which the seminar or meeting is being held. Attendees should stay at the hotel where the seminar, meeting, or convention is being held. Detailed hotel statements are required for reimbursement. Lodging will be reimbursed for the night before the event. Lodging for the last day of the event will be reimbursed if transportation can not be made until the next day.
- Automobile transportation – Mileage for personal use of an automobile will be reimbursed at the IRS approved rate.
- Air or other Commercial transportation – Reimbursement will be limited to economy/coach fares. Registration should be as soon as possible to obtain the lowest possible fares.
- Taxi, Bus, or Shuttle Services – Prudence and discretion should be used regarding transportation between airports and hotels. The most economical form

of transportation should be utilized when ever possible. Intra-city transportation should be kept to a minimum.

- Tips/Gratuities – Reasonable tips/gratuities will be reimbursed.
- Registration fees – Registration fees will be reimbursed at the appropriate rate for the seminar, meeting, or convention.
- Miscellaneous Expenses – Other reasonable expenses may be reimbursed. These expenses must be itemized and may require an accompanying receipt.
- Reimbursement of expenses will be made at the conclusion of the seminar, meeting, or convention upon the attendee preparing a summary of the expenses with receipts attached.
- Attendee will submit the request for reimbursement to the Chapter Treasurer.
- Reimbursement for expenses outside the travel policy will require Executive Committee approval and must meet a Chapter need.
- The Chapter will not pay for personal expenses such as haircuts, laundry, movies, souvenirs, etc.

### **Web Site**

The Chapter will participate in the HFMA Web site and abide by the terms and conditions as presented in the Web site agreement. The cost of the Web site will be included in the annual budget.

- The President shall sign the agreement on behalf of the chapter.
- The agreement will be sent to the Treasurer for payment.
- The Treasurer will submit the agreement with payment before December 1.
- Requirements of the Web site program are as follows:
  - There must be one key chapter contact
  - The individual must operate in a Windows environment and proficient in MN WORD
  - Internet Explorer version 5.0 or higher
  - Information must be kept updated and relevant

### **Helen M. Yerger Award**

The Chapter will plan annually to submit at least four individual Yerger Award submissions. The Chapter will also work toward Multi-Chapter submissions. The Board of Directors will be responsible for developing Yerger Award entries. Members of the Board or Committees will be selected to be responsible for the individual entries (need identification, goals and objectives, methodology, data collection, evaluation and analysis and preparing the results).

- The Past President will coordinate, review and submit the application forms and supporting documentation.
- Application forms and supporting documentation must be in the hands of HFMA by April 1.
- Four copies of each entry must be submitted.