

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE: REIMBURSEMENT OF EXPENSES**

Page 1 of 3

**I. PURPOSE**

To standardize the procedure for reimbursing expenses for the Emergency Nurses Association (ENA) California State Council Board of Directors, the Chairs of the Standing Committees and the special Appointments of the State Council.

**II. PROCEDURE**

**General Guidelines**

1. All requests for reimbursement must be submitted to the State Council Board of Directors Treasurer prior to the end of the fiscal and calendar year on the approved Emergency Nurses Association, California State Council, Reimbursement of Expenses form. See Appendix B. Requests for reimbursement submitted by mail must be postmarked by 31 December. **Receipts must be attached. No exceptions other than for mileage.**
2. Reimbursements for amounts exceeding budget require prior Board of Directors approval.
3. Payment will be denied for checks not cashed within one hundred and twenty (120) days of issuance. Request for replacement may be honored (less bank fees) at the discretion of the State Council Treasurer.
4. All members receiving per diem reimbursement shall complete the "ENA business travel substantiation report" Attachment to verify their reimbursement.

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**Travel Policy for Approved Meetings**

1. Refer to California State Council *Bylaws*, ARTICLE IX, for definition of approved meetings as it pertains to the Board of Directors; for Committee Chairs and special Appointments, the regularly scheduled State Council meetings apply. Additionally, if the specific responsibilities of the Chair or special Appointment require attendance at other meetings, travel expenses will be reimbursed. All travel expenses must be included in Committee or special Appointment Budget, subject to approval by the Board.

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE: REIMBURSEMENT OF EXPENSES**

Page 2 of 3

**II. PROCEDURE**

**Travel Policy for Approved Meetings (continued)**

2. Airfare will be 100% reimbursed if the lowest available fare is purchased twenty-one (21) days in advance of travel. (Airfare purchased less than twenty-one (21) days in advance may be denied full reimbursement. The State Council Treasurer will determine if the airfare could have been obtained at a more economical rate should there be any question.)
3. Automobile mileage will be reimbursed at the federal reimbursement rate. Any parking fees will also be reimbursed. Total mileage reimbursement shall not exceed the amount of lowest available airfare purchased twenty-one days in advance of travel. (See *Standard Procedure: Committee Budgetary Process* for additional restrictions.)

**State Council President**

1. The President will receive per diem reimbursement of seventy-five dollars (\$75) per day for a maximum of four days per month not to exceed 48 days in a calendar year.
2. Travel expenses will be reimbursed as outlined above.
3. Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed.
4. The President will be reimbursed for travel and lodging at up to two (2) nights at the National Association General Assembly. Airfare will be paid at the 21-day excursion rate.
5. Travel and lodging for one night will be reimbursed for the National Association State Presidents meeting. Airfare will be paid at the 21-day excursion rate.

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**Board of Directors**

1. The Director-at-Large, the Treasurer, the Treasurer-Elect, the Secretary, the President-Elect and the Immediate Past President will receive a per diem of fifty dollars (\$75) per State Council meeting, subject to completion of duties.

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2. Travel and lodging expenses will be reimbursed as outlined above.

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE: REIMBURSEMENT OF EXPENSES**

**Page 3 of 3**

3. Reasonable Association expenses including, but not limited to, telephone, postage, photocopying will be reimbursed.
4. In addition, the President-Elect will be reimbursed for travel and lodging for one night at the National Association State Presidents meeting.

**Committee Chair / Special Appointments**

1. Travel expenses will be reimbursed as outlined in Section II, B.
2. Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed.
3. Reimbursement for other expenses will be considered, based on approved budget submitted to the State Council.
4. A per diem of seventy-five dollars (\$75) per State Council meeting will be provided, not to exceed three hundred dollars (\$300) per year. This per diem is subject to completion of duties as identified in Standard Procedures.
5. Self-funded committees will pay committee chair per diems based on their approved budget.

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ENA National Annual Meeting Delegate Reimbursement:

1. Delegates shall be reimbursed a per diem of seventy-five dollars (\$75) for the day of travel and the two days of the general assembly, not to exceed three days.

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**ORIGINAL APPROVED BY STATE COUNCIL: November 1991**

**EFFECTIVE DATE: November 1991,**

**REVIEW / REVISION DATE: March 1999, August 05, May 2006**

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