

# NORTH DAKOTA SOCIETY for RESPIRATORY CARE

SUBJECT: TRAVEL AND EXPENSE REIMBURSEMENT  
DATE REVIEWED:

EFFECTIVE DATE: Nov. 2010  
DATE REVISED:

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## PURPOSE

Recognizing the need for designated representatives to travel to meetings (for example: AARC House of Delegates, Leadership, and PACT meetings), the NDSRC will financially assist representatives with reimbursement for travel expenses incurred. The purpose of this policy is to outline the guidelines on the reimbursement of travel expenses.

## POLICY

The IRS tax code includes certain guidelines on legitimate travel expenses that are allowed for tax reporting purposes. These guidelines serve as basic policy guidelines for NDSRC reimbursement of travel expenses. Complete explanation and documentation must be present on expense reports to meet IRS specifications. (Receipts must be submitted to the treasurer).

## PROCEDURE

**AARC Delegates** representing the NDSRC will be reimbursed for all travel and lodging expenses for attendance at official meetings of the AARC House of Delegates, and the AARC Annual Business Meeting as described below for expenses associated with travel.

1. Travel
  - A. Round trip coach fair to and from the meeting will be reimbursed. Advantage should always be taken of the various special low fares whenever possible. To obtain the lowest possible prices the following guidelines apply:
    - a) Reservations should be made a minimum of 30 days in advance of the travel date.
    - b) Utilize airports/airlines in major cities (Bismarck, Fargo) whenever possible to decrease costs.
  - B. Transportation To and From the Airport
    - a) It is expected that the best means of travel be used when traveling to and from the airport upon arrival and departure of the destination.
    - b) The cost of transportation is reimbursable. Public transportation should always be considered first, since it is usually the least expensive. However, a taxi/shuttle may also be used. Cost must be considered when choosing this method of travel. All forms of transportation require a receipt in order to be reimbursed.
2. Lodging
  - A. Please choose the lowest possible rate for those nights required for all Society Business.
  - B. Two Delegates of the same gender will be provided one room by the Society.

- C. Two Delegates of opposite gender will be provided two rooms, regardless of Delegate expenses budgeted.
  - D. Receipts are required for reimbursement.
3. Meals
- A. Up to \$45.00 per day.
  - B. Full meals included as part of the conference or paid for by the AARC must be deducted from the daily maximum allowed.
  - C. Alcohol is not eligible for reimbursement.
4. Miscellaneous fees
- A. Personal expenses incurred (entertainment, laundry, private telephone usage, internet) while on official business are not eligible for reimbursement.
5. **Receipts required** include airline, taxi/shuttle, and lodging. The NDSRC Travel Reimbursement form (located on the NDSRC website under the Board of Directors tab) must be completed and submitted for approval to the Society Treasurer prior to reimbursement. Expenses not submitted within 60 days after return will not be reimbursed and will be considered an in-kind donation to the Society.
6. **Designated representatives for travel to Leadership, and PACT** meetings will be reimbursed as described above for expenses associated with travel.

# NORTH DAKOTA SOCIETY for RESPIRATORY CARE

SUBJECT: TRAVEL FOR BOARD MEETINGS  
DATE REVIEWED:

EFFECTIVE DATE: Nov. 2010  
DATE REVISED:

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## **PURPOSE**

Recognizing the need for the Board of Directors and committee chairs to travel to NDSRC Board meetings, the NDSRC will financially assist representatives with reimbursement for travel expenses incurred. The purpose of this policy is to outline the guidelines on the reimbursement of travel expenses.

## **POLICY**

The IRS tax code includes certain guidelines on legitimate travel expenses that are allowed for tax reporting purposes. These guidelines serve as basic policy guidelines for NDSRC reimbursement of travel expenses.

## **PROCEDURE**

The NDSRC will reimburse travel to the Board of Directors, committee chairs, and others at the discretion of the Board as described below.

1. Travel will be reimbursed at the current IRS rate at the time the travel occurred.
2. The treasurer will be responsible for checking the current rate.
3. Car pooling for those traveling from the same town or through the same town should be utilized if possible to prevent exorbitant expenses from incurring.
4. Electronic Board Meetings may also be utilized whenever possible to decrease costs. The president and treasurer will be responsible for setting up electronic meetings.

# NORTH DAKOTA SOCIETY for RESPIRATORY CARE

SUBJECT:       **SOCIETY CREDIT CARDS**  
DATE REVIEWED:

EFFECTIVE DATE: Nov. 2010  
DATE REVISED:

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## **PURPOSE**

Recognizing the need for select members of the NDSRC to pay for society expenses incurred during travel or for expenses incurred when putting on the State Conference, the NDSRC will supply society credit cards to select members on an “as needed” basis.

## **POLICY**

These guidelines serve as basic policy guidelines for NDSRC society credit care use.

## **PROCEDURE**

The NDSRC will supply society credit card to select members of the Board as described below.

1. Only the Treasurer, President, President Elect, and selected persons on an “as needed” basis are authorized to use the NDSRC society credit cards.
2. Use of the NDSRC corporate credit cards will require proper detailed reports to the Board and receipts to the Treasurer.
3. The President will determine when a selected person may need to use an NDSRC credit card on an “as needed” basis.
4. The Treasurer is responsible for monitoring the use of the society credit cards and assuring that use is properly reported to the Board.