

## **Oklahoma State Association of Health Underwriters Policy & Procedures**

**Policy Title:** Capitol Conference Attendee Expense Reimbursement

**Classification:** Budget

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**Policy:** The Association will reimburse Delegates to Capitol Conference with funds available. The maximum amount of funding will be set annually by the Executive Board and approved by the Board of Directors.

**Procedure:** The Association will reimburse Delegates to Capitol Conference up to 100% of money allocated by Executive Board for travel, registration, lodging, meals and transportation less reimbursement from employers or associations.

Attendance at all meetings and functions at Capitol Conference is expected.

If these requirements are not met, no funds will be reimbursed.