

Oklahoma State Association of Health Underwriters Policy & Procedures

Policy Title: **National Convention Delegate/Attendee Expense
Reimbursement**

Classification: **Budget**

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Policy: The Association will reimburse Delegates to the House of Delegates with funds available. The maximum amount of funding is set each year by the Executive Board and approved by the Board of Directors.

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

Requirements for reimbursement are:

- 1) Attendance at all state meetings
- 2) Attendance at all regional meetings
- 3) Attendance at all House of Delegates Meetings

These requirements apply to unexcused absence only, if they are not met, no funds will be reimbursed. The Executive Board will determine as to whether an absence qualifies as excused or not.