
AMERICAN NURSES ASSOCIATION

Board of Directors

Policy/Position

Title:	Expense Policy for ANA Leadership Council Meetings
Source:	ANA Board of Directors
Date:	August 3, 2017
Replaces:	September 14, 2016
Policy/Position:	

In accordance with the ANA Bylaws (Article VI, Section 5), meetings of the ANA Leadership Council shall be held at least annually. The annual meeting of the ANA Leadership Council shall be a face-to-face meeting.

This expense policy will ensure that a) adequate cost controls are in place, b) travel and other expenditures are reasonable and necessary, and c) there is a uniform and consistent approach for timely reimbursement of authorized expenses.

This policy identifies criteria for ANA's payment of expenses related to participation in the annual meeting of the ANA Leadership Council by presidents of ANA's Constituent and State Nurses Associations (C/SNA), the Chair of the Individual Member Division (IMD), C/SNA chief staff executives (Referred to as "Members" of the Leadership Council); and the ANA Board of Directors.

This policy also clarifies ANA's responsibility for payment of expenses for individuals or groups of individuals whose participation in the annual meeting of the ANA Leadership Council has been deemed essential by the Leadership Council Executive Committee (LCEC) and expenses for participation by the President-Elect of a C/SNA or the Chair-Elect of the IMD.

By adhering to this Expense Policy, ANA can provide travelers with immediate assistance, locate travelers during an emergency, reduce the risk and liability to the organization, maximize the ability to negotiate discounted rates, and monitor costs.

The ANA Board of Directors will make a determination during ANA's annual budgeting process regarding the level of funding for Leadership Council members' expenses so that C/SNAs and the IMD will know in advance the level of financial support for the following year's meeting of the ANA Leadership Council.

If the ANA Board of Directors determines that it will pay some or all expenses, ANA will fund:

- Members of the LCEC, including any LCEC member who was a C/SNA president or chair of the IMD at the time of election but is no longer serving as a

C/SNA president or chair of the IMD.

- A maximum of two (2) individuals per C/SNA, who shall be the C/SNA president and chief staff executive or their respective designees;
- A maximum of two (2) individuals per the IMD, who shall be the IMD chair or their designee and the chief staff executive; and
- The leader of each of ANA's Multistate Divisions.

Travel

If ANA is funding travel:

1. All travel (air or train) must be booked through ANA's official designated travel management company, MacNair Travel.
2. **Travel that is not booked through ANA's official designated travel management company will not be reimbursed.**
3. All travel (air or train) arrangements shall be booked no less than 30 days prior to the ANA Leadership Council meeting, to take advantage of the lowest rates.
4. Changes or cancellations to travel (air or train) reservations are permissible only if made for ANA business reasons (e.g., designee taking the place of a president). Upgrades will not be reimbursed.
5. ANA will reimburse the fees for one checked bag.
6. Mileage at the federal government reimbursement rate shall be paid to and from home and the airport or other mass transit point of departure.
7. Automobile travel shall be reimbursed at the federal government rate for mileage, *up to* the cost of the lowest-round-trip airfare available 30 days prior to the ANA Leadership Council meeting.
8. Parking expenses shall be reimbursed for the days of the Leadership Summit (Leadership Council business meeting and professional development). Receipts must accompany any request for reimbursement.
9. There is no reimbursement for rental cars.

Hotel

If ANA is funding hotel accommodations:

1. The funding shall be only for the hotel nights necessary for participation in the Leadership Summit. Additional days or nights shall be at the traveler's expense.
2. All hotel reservations must be booked with the contracted hotel through the online ANA Leadership Council registration site.
3. The traveler's reservation will be included on ANA's master list for the number of funded nights.
4. Upon check-in, the traveler is to provide a credit card for incidental expenses at the hotel.

Meals

1. If ANA provides a meal, travelers will not be reimbursed for electing to eat elsewhere.

Travel Reimbursement

1. A travel reimbursement form will be provided to those travelers whose expenses are deemed reimbursable by ANA as stated above.
2. A copy of all substantiating receipts must be submitted with the travel reimbursement form.
3. **Expenses that are not submitted for reimbursement within 60 days of the travel end date will not be reimbursed.**

Funding

Members of the ANA Leadership Council

The ANA Board of Directors will exercise its discretion regarding the level of funding provided for travel, hotel, and meals (“expenses”) for each meeting of the ANA Leadership Council and may in accordance with this expense policy, require C/SNAs and the IMD to pay a portion of the expenses for their president, chair (as it relates to the IMD) and chief staff executive to participate in the annual meeting of the ANA Leadership Council. In doing so, the ANA Board of Directors will weigh the following factors:

1. Work to be completed by the ANA Leadership Council.
2. ANA’s overall budget and the availability of funds to pay the expenses of Leadership Council members.
3. The impact on participation in the meeting of the ANA Leadership Council.
4. The impact on C/SNAs and the IMD as well as on the meeting outcomes.
5. The impact of holding the meeting of the ANA Leadership Council in a location other than the Washington, D.C. metropolitan area.

C/SNA President-Elect or IMD Chair-Elect

C/SNA presidents-elect and the IMD chair-elect are responsible for all expenses associated with their travel to and participation in the annual ANA Leadership Council meeting. The exception is if the president-elect or IMD chair-elect are participating in the Leadership Council meeting as the designee for the C/SNA president or the IMD chair, respectively.

Invited Guests

The Association will reimburse individuals or groups of individuals whose participation in a meeting of the ANA Leadership Council has been deemed essential by the (LCEC) for all reasonable expenses associated with their participation in accordance with ANA’s Travel Policy.