

OHIO HEALTH INFORMATION MANAGEMENT ASSOCIATION

July 2007 - June 2008

POLICY ON REIMBURSEMENT FOR EXPENSES INCURRED IN CARRYING OUT AUTHORIZED ASSOCIATION BUSINESS

PURPOSE

To provide guidelines for reimbursement of expenses incurred by OHIMA members while conducting official business of the Association. In order to encourage and assist individuals to participate actively, a reimbursement policy has been developed with the intent of fairly and equitably spreading the cost between the Association as a whole and the individual member who serves on behalf of the Association.

The following guidelines are subject to budget approval and are updated annually during the budgeting process at the beginning of each fiscal year.

RECEIPTS MUST ACCOMPANY ALL EXPENSE STATEMENTS.

A. EXPENSES INCURRED BY STATE OFFICERS, DIRECTORS, COMMITTEE CHAIRMEN, PROJECT LEADERS, and REGIONAL ASSOCIATION PRESIDENTS

The following costs shall be reimbursed at actual cost with the total amount not to exceed the budgeted amount (*refer to 1.2. and 1.3 for reimbursement of non-budgeted or over-budgeted expenses*) for the association activity:

1. Mileage allowance for commuting to and from Board meetings for those members not residing in the county in which the meeting is held. Reimbursement is at \$.35 per mile for OHIMA fiscal year 2007-2008. A valid driver's license issued within the U.S. and personal automobile insurance are required for expenses to be reimbursed.
2. Parking. Individuals should use the most convenient, least expensive mode of travel. Fines for illegal parking are not included.
3. Long distance and toll calls for official business.
4. Postage.
5. Cost of photocopying up to \$.10/page. If duplicating costs are higher, member should provide support information with the request for reimbursement. Board approval must be obtained prior to incurring the expense.
6. Meals when an overnight is involved and meals are not provided will be reimbursed at a maximum of \$30/day including tips.
7. Lodging, as budgeted, (rate not to exceed the price of a single room).

B. AHIMA ANNUAL MEETING AND HOUSE OF DELEGATE REIMBURSEMENT

The major, official set of actions taken by the Association is through the AHIMA House of Delegates. OHIMA delegates are expected to attend the OHIMA delegation caucus where there is an active exchange of information relevant to the proceedings of the House; they are also expected to attend the House of Delegates for the entire session. There must be a quorum at the HOD and it is the duty of the component state associations to assist their delegates in attending. OHIMA delegates are responsible for making their own travel and lodging arrangements. In order to make possible the attendance by all OHIMA delegates, the following reimbursement policy applies for all delegates.

1. DELEGATE reimbursement for the AHIMA House of Delegates shall include expenses for travel to and from the meeting, meals and lodging for the duration of the House of Delegates, and any preparatory sessions as specified below. OHIMA delegates are expected to arrive prior to the HOD opening, therefore expenses incurred Saturday to Sunday, October 6-7, 2007 will be reimbursed.
 - a. Basic travel at minimum rates. Individuals should use the most convenient, least expensive mode of travel. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing. Coach class or economy tickets must be purchased for domestic or international flights. A higher priced coach ticket cannot be purchased for a subsequent upgrade in seating. Mileage reimbursement for travel by car shall not exceed current airfare to the meeting site. Delegates shall be encouraged to purchase the lowest airfare even if an additional nights lodging is involved. The cost of the additional nights lodging shall not exceed the difference in airfare (i.e. airfare to depart on Tuesday is \$750 while airfare to depart on Wednesday is \$400; cost of an additional nights lodging is \$95. The delegate should choose to leave on Wednesday and stay an additional night as this represents a \$255 cost savings to OHIMA.)
 - b. Normal travel expense from and to the airport in the convention city (or major travel connection site) where applicable. Individuals should use the least expensive mode of travel.
 - c. Lodging at the AHIMA convention headquarters hotel at a rate not to exceed the published price of a single room.
 - d. Meals when an overnight is involved and meals are not provided will be reimbursed at a maximum of \$30/day including tips.
2. The PRESIDENT delegate shall be reimbursed for attendance at the AHIMA Annual Meeting to include lodging for five nights and blanket registration fee, in accordance with the above guidelines.

Delegates and President must submit Expense Statements to the Treasurer within two weeks following the close of the AHIMA Annual Meeting so that a final accounting may be established within the quarter the expenses were incurred.

C. OHIMA BOARD MEETINGS

Delegates not residing in the county in which the meeting is held shall be reimbursed a mileage allowance for commuting to and from BOD meetings and assigned regional meetings at \$.35 per mile for OHIMA fiscal year 2007-08.

D. STATE LEADERSHIP CONFERENCE

At their discretion, the President, President-Elect, and Incoming Executive Board of Directors shall attend the AHIMA State Leadership Conference with expenses paid by the Association in accordance with B.1.

E. EXPENSES ASSOCIATED WITH OHIMA ANNUAL MEETING

Members of the Executive Board are expected to attend all functions associated with the OHIMA Business and Annual Meeting.

1. Officers and Directors

- a. Blanket registration fee for the OHIMA Annual Meeting will be provided to the current officers and directors in compliance with the "Annual Meeting Fee Waiver Policy" as established and approved at the beginning of each OHIMA fiscal year.

- b. The President shall be provided with a room at the convention hotel for the duration of the OHIMA Annual Meeting.
2. Committee Chairmen, Project Leaders, Regional Association Presidents and Council Members
- a. Committee Chairmen, Project Leaders, and Regional Association Presidents - These individuals are entitled to waive one day of the OHIMA Annual Meeting registration fee, in compliance with the "Annual Meeting Fee Waiver Policy" as established and approved at the beginning of each OHIMA fiscal year.
 - b. Council Members - At the discretion of the Council Chairmen, registration will be waived for the day of the council section meeting for Council Members directly involved with planning the meeting, in compliance with the "Annual Meeting Fee Waiver Policy." The maximum allowable waived registrations are five for the Data Quality & Reimbursement Council, and two for the Special Interest Council.

F. DISCOUNTED FEES FOR DATA QUALITY REIMBURSEMENT COUNCIL MEMBERS

Active members of the Data Quality & Reimbursement Council shall receive the student discounted registration rate for the Fall Coding Session and other DQRC planned events EXCEPT for the annual meeting in accordance with the "DQRC Policy for Discounted Fees."

G. REIMBURSEMENT OF OHIMA MEMBER SPEAKERS AT THE ANNUAL MEETING AND/OR OTHER OHIMA WORKSHOPS

- 1. OHIMA Annual Meeting speakers shall be reimbursed as follows:
 - a. OHIMA members asked by the Program Committee and approved by the Board as speakers for the Annual Meeting program (individual presentation \geq 1 hour) shall have their registration fee waived for the entire meeting.
 - b. OHIMA members asked by the Program Committee and approved by the Board as panel members (individual presentations < 1 hour) for the Annual Meeting program shall have their registration fee waived for the day they are speaking.
- 2. Speakers at other OHIMA Workshops/Seminars
 - a. Shall be given an honorarium per budgeted guidelines.
 - b. The registration fee for the workshop will be waived for speakers at the workshop.
 - c. Mileage shall be reimbursed at current IRS allowance as established at the beginning of the OHIMA fiscal year (\$485/mile in 2007-2008).
 - d. Meals and lodging shall be reimbursed in accordance with A.6. - A.8.

H. OHIMA CENTRAL OFFICE STAFF REIMBURSEMENT

The Executive Director of the OHIMA Central Office shall be reimbursed for services performed at a salary as determined by the Board of Directors at the beginning of the fiscal year. FICA, Federal, State and City taxes shall be withheld from the gross wages. The OHIMA shall also be responsible for the employers portion of FICA, Workers Compensation, and Unemployment taxes.

A copy of the payroll worksheet and tax statements shall be submitted to the Treasurer for payment each month.

The Executive Director, at her discretion, shall attend the AHIMA Annual Meeting with expenses paid by the Association in accordance with B.1. and B.2.

The Central Office staff shall be reimbursed for the following expenses associated with maintaining the functions of the Central Office at actual cost with the total amount not to exceed the budgeted amount for the Central Office.

1. Mileage allowance shall be reimbursed for all travel associated with the duties and activities of maintaining the Central Office at the current IRS allowance as established at the beginning of the OHIMA fiscal year (\$.485 per mile for fiscal year 2007-2008). The Executive Director shall submit a quarterly mileage expense report itemizing the number of miles traveled on each date and the destination and purpose for the travel along with an expense statement prior to payment.
2. Parking (fines for illegal parking are not included).
3. Postage.
4. Cost of photocopying up to \$.10/page.
5. Supplies as needed to perform required duties and maintain Central Office services.
6. Miscellaneous expenses associated with the operation of the Central Office that are not categorized in other budget categories.
7. When attendance at OHIMA sponsored seminars is required, registration fees for such workshops shall be waived.
8. All registration fees for the OHIMA Annual Meeting shall be waived and a hotel room provided at the convention hotel for the duration of the meeting.
9. Registration fees and expenses for related continuing education shall be reimbursed in accordance with budgeted amounts, provided prior approval of seminar/workshop is obtained from the President.

H. OHIMA DISTINGUISHED MEMBER

The OHIMA Distinguished Member to be recognized at the OHIMA Annual Meeting shall be provided with the following in conjunction with the wishes of the recipient:

1. All registration fees for the OHIMA Annual Meeting shall be waived.
2. Lodging for the duration of the meeting at the convention hotel and travel expenses at current IRS mileage shall be provided.
3. A commemorative gift and a plaque will be presented (not to exceed \$150).

I. GENERAL INFORMATION

1. Before expenses are incurred, ensure the expense is budgeted. To be reimbursed for expenses, Expense Statements must be completed and approved by the strategy manager prior to submitting them to the Treasurer. Receipts must accompany all expense statements. Expense statements are to be submitted within 30 days of the expense, and prior to the close of the OHIMA fiscal year (June 30). Expenses received after 30 days must be submitted to the Board of Directors for approval.
2. The Board of Directors prior to incurring the expense must approve all budgeted expenses that go over budget by \$100 all inclusive, or non-budgeted expenses that exceed \$100 all-inclusive. At the discretion of the President, a vote of the Board may be taken for timely resolution.
3. Budgeted expenses that go over budget or non-budgeted expenses that are less than \$100 must be approved by the President prior to incurring the expense. Final approval must be obtained at the next meeting of the Board of Directors.
4. Any expense totaling over \$500 with the useful life of three or more years shall be considered a capital expense. All capital expenses must have Board approval. All other expenses shall be considered operating expenses.
5. Although OHIMA is a non-profit organization and exempt from paying income tax at the Federal, State and local levels, the Association is NOT exempt from sales tax. When purchasing items for the organization, sales tax must be paid.

Created: OHIMA Board of Directors, 1988
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BOD/ad (Reimbpolicy2007)
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