

CMAA GENERAL REIMBURSEMENT GUIDELINES:

EXPENSES THAT EXCEED BUDGETED “CATEGORY HEADINGS” AMOUNTS OR NON-BUDGETED ITEMS:

1. An expenditure that exceeds \$50.00 up to \$499.99 must have PRIOR APPROVAL of the CFO and Chair of the Board.
2. An expenditure that exceeds \$500.00 up to \$4999.99 must have PRIOR APPROVAL of the CFO and the Chair of the Board with authorization by the Executive Board.
3. An expenditure that exceeds \$5000.00 must have PRIOR APPROVAL OF THE CFO and Chair of the Board with authorization by the Executive Board and ratification by the Board of Directors.

Any expenditure incurred by a member that did not receive proper authorization, as outlined above, will not be honored.

OFFICIAL BUSINESS FOR CMAA MEMBERS:

1. CMAA Conferences/Meetings/Retreats:
 - A. Members of the Executive Board, Board of Directors, Board Development Committee, Committee/Task groups and attendees of official CMAA meetings, who are in leadership positions in component alliances, are eligible for travel reimbursement.
 - B. Attendance at all meetings is mandatory in order to receive reimbursement unless cleared in advance by the CFO in consultation with the Chair of the Board, and communicated to the person responsible for keeping the CMAA books.
 - C. Physicians-In-Training spouses/partners who are members of the Board of Directors, or in designated leadership positions, shall be eligible for reimbursement for registration fees, travel related expenses, and 1/2 the room cost.
2. Non-CMAA Conference/Meetings:
 - A. Member/s attending such meetings shall represent the CMAA.
 - B. The Executive Board shall make these selections.
 - C. Approved attendees shall be eligible for travel reimbursement and possible additional expenses if approved by the Executive Board and Board of Directors, as required by “Standing Rules of Finance”.
3. County Visits:
 - A. Travel for members acting in an official capacity that is not budgeted for, to include county visits, must have PRIOR approval of the Chair of the Board and communicated to the person responsible for keeping the CMAA’s books. The policies for non-budgeted monies must be followed.
4. Supplies/Materials:
 - A. All members of the CMA Alliance Executive Board, Board of Directors and Committees/Task Groups are entitled to be reimbursed for certain budgeted job-related expenses, in addition to travel, such as telephone, postage, supplies, and printing/ copies. Surcharges, i.e. late fees, penalties, etc., will not be reimbursed.
5. Conference Calls:
 - A. The CMAA will not reimburse for the per minute charges of a conference call.
 - B. Members participating in a conference call that do not have “unlimited long distance” should purchase a calling card.

6. AMAA Conference:

A. The expenses of the CMAA Board of Directors representative shall be reimbursed as provided for in the CMAA budget, i.e. registration fee, travel expenses, and 1/2 of the room cost. (The Chair, or Co-Chairs, will have priority. If there are Co-Chairs, and both individuals choose to attend, their expenses will be reimbursed, to include 1/2 the room cost.)

If the representative is attending alone, she/he must contact the AMAA and request the name of someone in need of a room who is willing to share the cost. If on arrival, there is no one, the cost of the full room will be covered.

B. There is a \$500 stipend available to be awarded to member representing the CMAA. Selection will be made by the Board of Directors.

C. For reimbursement, attendance at all meetings is mandatory, unless cleared in advance by the Chair of the Board.

TRANSPORTATION REIMBURSEMENT:

Commercial Travel:

All travel reimbursement is based on the most economical means available, to include plane or train, within California

1. Discounted airline tickets must be purchased a minimum of **3 weeks** prior to travel. Exceptions require the authorization of the CFO and Chair of the Board. Only added expense to be covered is the cost of checking one bag.
2. Travel by private plane shall be reimbursed at the discount airfare rate. The CMAA assumes no responsibility or liability for anyone using a private plane.

Mileage Reimbursement:

1. The driver of the car shall be reimbursed for mileage at \$ 0.565 per mile.
2. If the cost of commercial transportation is less then the calculated mileage, the lesser amount shall be reimbursed.

Shuttle Bus Transportation to/from Meetings/Airports:

1. Transportation between the airport, train, or bus station and the meeting site will be reimbursed at a rate not to exceed the roundtrip fare of the local shuttle service.

Parking and Tolls:

1. Parking fees, not to include valet surcharge, shall be reimbursed.
2. Tolls will be reimbursed.

THE REIMBURSEMENT FORM WITH RECEIPTS FOR TRAVEL MUST BE SUBMITTED TO THE TREASURER WITHIN THIRTY (45) DAYS.

The Reimbursement Form is found on the website: <http://www.cmaalliance.com>.

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