

Expense Reimbursement Eligibility Table

	<u>Staff</u>	<u>Board</u> <u>AHA</u>	<u>Board</u> <u>PAT</u>	<u>E.C.</u> <u>AHA</u>	<u>E.C.</u> <u>PAT</u>	<u>Commission</u>	<u>Committee</u>	<u>Volunteers</u>
Travel								
Airfare (Limited to the value of a coach fare.)	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Mileage-----	Will use the current IRS mileage standard Mileage in lieu of airfare will be limited to the value of a coach ticket		Will use the current IRS mileage standard Mileage in lieu of airfare will be limited to the value of a coach ticket	Will use the current IRS mileage standard Mileage in lieu of airfare will be limited to the value of a coach ticket	Will use the current IRS mileage standard Mileage in lieu of airfare will be limited to the value of a coach ticket	Will use the current IRS mileage standard Mileage in lieu of airfare will be limited to the value of a coach ticket	Will use the current IRS mileage standard Mileage in lieu of airfare will be limited to the value of a coach ticket	Will use the current IRS mileage standard Mileage in lieu of airfare will be limited to the value of a coach ticket
Car Rental	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Lodging/Meals								
Hotel	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Meals-----	Up to \$50/day - unless per diem taken	Lunches provided at Board meetings -other No	Lunches provided at Board meetings - other No	Lunches provided at Board meetings -other No	Lunches provided at Board meetings -other No	No	No	No
Laundry	For trips >= 4 nights	No	For trips >= 4 nights	For trips >= 4 nights	For trips >= 4 nights	For trips >= 4 nights	For trips >= 4 nights	For trips >= 4 nights
Misc Other								
see * below	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee	Only for legitimate AHA related business purposes, authorized and pre-approved by President and/or Executive Committee
Per Diem	\$50/day	No	No	No	No	Yes	Yes	Yes

* Some expenses not specified in this policy may be eligible for reimbursement if directed by President and approved by EC

Revised April 24, 2023