

GUIDELINES FOR EXPENSE REIMBURSEMENT

The following clarifies those expenses eligible for reimbursement for RNAO Board of Directors, Chapter Presidents, Interest Group Chairs and others invited to attend RNAO business meetings. Request for reimbursement must be made on the standard RNAO expense report, within **30 days** of a meeting. Please attach all receipts for audit purposes.

THOSE ATTENDING

RNAO Board of Directors

Chapter President, Interest Group Chair
OR alternate and
Regions 6, 7, 10 - two Assembly Reps

ENO (Executive Network
Officer of a Chapter or IG)
(**ONE** ENO to each meeting - or alternate)

ELIGIBLE EXPENSES

Hotel – standard room, single
*(Maximum **three** [3] nights – where required)*
Travel – most economical
Meals – daily maximum \$45, and only where a meal is not provided

Hotel standard room – shared accommodation only
*(Maximum **one** [1] night – where required)*
Travel – most economical
Meals – one day, maximum \$45, and only where a meal is not provided

Hotel standard room – shared accommodation only
*(Maximum **one** [1] night – where required)*
Travel – most economical
Meals – one day, maximum \$45, and only where a meal is not provided

(Note: for mentoring or succession planning purposes, guests are welcome to attend IG Chairs/ Chapter Presidents meetings as observers. However, their expenses are not covered by Home Office)

NON ELIGIBLE EXPENSES

Salary replacement and/or loss of salary is a non-allowable expense, as per the Board of Directors Policy. Movies, alcohol, day care, travel cancellation insurance and items of a personal nature are non-allowable.

Any claim for reimbursement to attend an individual Interest Group Meeting, must be made directly to the Interest Group.

For more information about expense reimbursement, please call Sarah Pendlebury, Board Affairs Coordinator (ext 208). RNAO home office telephone number 416.599.1925 or call toll-free to 1.800.268.7199

RNAO Executive Office reviews and approves all expense reports and reserves the right to disallow unreasonable requests.