

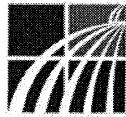
CHA Board of Trustees
REIMBURSEMENT POLICY
BOARDS, COMMITTEES AND TASK FORCES

Reimbursement is made only for members who have no institutional means for obtaining reimbursement and only for actual expenses incurred for meals, travel and accommodations, which are directly related to regularly scheduled Board, committee or task force meetings and other authorized travel. In special circumstances, expenses for travel, etc., may be reimbursed with prior approval from the president's office.

If a Board member has no institutional means of reimbursement, the attached non-employee expense form, along with the submission of proper documentation and receipts, shall be used. Non-staff travel reimbursement policies follow:

1. Receipts are required for all expenses to be reimbursed.
2. Required accommodations will be reimbursed at the lesser of cost or the approved corporate rate.
3. Automobile mileage will be reimbursed at the then-current IRS rate.
4. Airplane travel will be reimbursed at the lesser of coach rate or expense incurred.
5. If overnight travel is required, reasonable and necessary meal expenses will be reimbursed for meals not provided at the meeting. Receipts for meals shall indicate the persons in attendance, date, time, place and meeting attended. Generally, alcohol will not be reimbursed.

CDD:LMS:dj



CALIFORNIA HOSPITAL ASSOCIATION

Non-Employee Expense Form

Please attach detailed credit card charge slips in support of total charge. Airfare will be reimbursed at coach rates and auto travel will be reimbursed at \$0.55 per mile. Please print or type.

Name: _____ Meeting Date: _____

Payable To: (if not same as above) _____

Address: _____

ITEMS OF EXPENSE	DESCRIPTION	TOTAL
Airfare		
Automobile Mileage	X \$0.55/mile	
Hotel Name/Location		
Meals		
Parking/Tolls		
Taxi/Car Rental/Other		
Miscellaneous (Explain)		
Miscellaneous (Explain)		
Miscellaneous (Explain)		
Total		

Meeting/Function: _____

(For staff use only)

Contact Name: _____

Account #: _____

Signed _____

Staff Approval _____