

## REIMBURSEMENT FOR EXPENSES

PREPARED: L. McElhinney, RN

Effective Date: May '02

Approved: Board May `02

Last Reviewed: 2011

Last Revised: 2011

### POLICY STATEMENT:

The Northern New England Society for Healthcare Risk Management shall reimburse persons who utilize their own funds to cover expenses incurred conducting NNESHRM business. Such reimbursement will not include any travel or accommodation.

### PROCEDURE:

1. A request for payment along with the bill or invoice will be sent to the NNESHRM Treasurer.
2. The Treasurer will issue the reimbursement check to the requesting individual.