

## 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>
<b>Travel</b>								
Airfare	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
(Limited to the value of a coach fare.)	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
	\$0.46/mile		\$0.46/mile	\$0.46/mile	\$0.46/mile	\$0.46/mile	\$0.46/mile	\$0.46/mile
Mileage-----	Will be reviewed at budget time each year		Will be reviewed at budget time each year	Will be reviewed at budget time each year	Will be reviewed at budget time each year	Will be reviewed at budget time each year	Will be reviewed at budget time each year	Will be reviewed at budget time each year
	Mileage in lieu of airfare will be limited to the value of a coach ticket		Mileage in lieu of airfare will be limited to the value of a coach ticket	Mileage in lieu of airfare will be limited to the value of a coach ticket	Mileage in lieu of airfare will be limited to the value of a coach ticket	Mileage in lieu of airfare will be limited to the value of a coach ticket	Mileage in lieu of airfare will be limited to the value of a coach ticket	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
<b>Lodging/Meals</b>								
Hotel	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Meals-----	Up to \$40/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 <b>No</b>	Lunches provided at Board meetings - other <b>No</b>		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
<b>Misc Other</b>								
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	\$40/day for fiscal 2008	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

Effective November 1, 2007; Revised November 23, 2009; Revised November 15, 2011

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