

## **ARKANSAS ASSOCIATION OF HEALTH-SYSTEM PHARMACISTS EXPENSE GUIDELINES**

These guidelines are adopted for general direction only. They are not applicable for expenses otherwise reimbursed. The application of these guidelines will be subject to Board review.

Submit itemized invoice for direct payment or receipts with expense form for reimbursement to Treasurer. Forms need to reflect whether committee or officer expense, meeting expense, membership recruitment expense, etc.; and they must also be itemized as to supplies, telephone, postage, printing, travel or services.

When necessary, advances for not more than anticipated expenses can be requested. All paid invoices need to be forwarded for adjustment. (Never forward advances to another party.) Return to Treasurer all amounts in excess of invoice.

**Travel, Meals, Lodging, and Registration:** At the discretion of the President with guidance from the Treasurer, payment for travel and/or meals is authorized in the conduct of official business. Travel reimbursement is limited to IRS expense guidelines or air coach fare, whichever is less, and for most economical ground transportation, parking, and tolls. Meals, excluding alcohol, will be reimbursed if approved not to exceed \$45.00 per day as follows: breakfast \$8, lunch \$12, and dinner \$25.

- **AAHP Fall Seminar:** Registration will be waived for Fall Seminar Committee Members, Elected Officers, Board Members at Large, and Executive Director. Lodging will be paid for the Fall Seminar Committee at the single room base rate. Upon request lodging will be paid for Elected Officers, Board Members at Large, and Executive Director at the single room rate.

- **Regional Delegate Conference:** Travel, meals, lodging will be paid for the Arkansas delegates and up to two alternate delegates. No registration required. ASHP provides financial support directly to AAHP for delegate attendance.

- **ASHP Annual Meeting:** Registration will be paid. Travel and lodging up to \$1000 each for three delegates or \$1500 each for two delegates.

- **ASHP Affiliated State Executive Director** Lodging, travel, and meals will be paid for Executive Director to attend the Affiliated State Executive Director Meeting prior to the ASHP Annual Meeting.

- **President's Retreat:** Travel, meals, lodging will be paid for the Executive Director and President-elect or President (2 of the 3) to attend the ASHP Affiliated State Chapter President Officer's Retreat. No registration required.

Approved by Board 4/14/00/dfj  
Revised 3/6/09