

POLICY: MEETINGS AND WORKSHOPS POLICY

The Chapter shall pay for certain expenditures necessary for a Chapter meeting or workshop. The following expenses are allowable:

- A. Meeting facilities.
- B. President's covered expenses shall be accommodations, travel, related HFMA entertainment and spouse function fees. For state meetings, registration will be waived. For regional meetings, if necessary, the registration fee will be paid.
- C. Speaker expenses (non-chapter members) may include reasonable travel, accommodations (Coach fare), meals, gratuities, and honorarium, if appropriate.
- D. Chapter members who are educational program speakers are not required to pay registration fees. However, accommodations and travel will be the responsibility of the member. Educational program speakers shall provide at least 1.0 hours of educational programming not to include panel discussion participants. Exceptions to this policy will be made at the discretion of the President and Treasurer, including honorarium.
- E. The registration fees for the President and President-elect will be waived or paid by the Chapter if payment is required by a co-sponsoring agency.
- F. Meeting registration fees will be waived in accordance with the Corporate Sponsorship Program guidelines.
- G. Expenses for both the incoming and outgoing Presidents at the Chapter Annual Institute will be covered to include registration fees, room and auto travel.
- H. The chapter will cover the expenses of one hotel night and the installment lunch fee for the incoming President's guest.



south carolina chapter

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Revised Date: September 20, 2023

Reviewed Date: September 22, 2023

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Effective Date: October 1, 2015

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MEETINGS AND WORKSHOPS (Cont.)

The incurred expenses shall be approved by the Program Chairman, or their designee, and the President. All approvals shall identify meeting, date, purpose, and detail with supporting documents before being submitted to the treasurer for payment.

The Program Coordinator is responsible for providing supporting documents as to expenditures for each completed program activity to the Treasurer within thirty (30) days after completion of the meeting or workshop.

Policy Committee: September 22, 2023 _____

Policy Committee Chair Signature/Date: 09/22/2023 *Woody Quinn*

SCHFMA Board Review Date: January 31, 2024 _____

SCHMFA President Signature/Date: 01/31/2024 *Jen Hayes*