

NATIONAL REINING HORSE ASSOCIATION

Statement of Policy

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SUPERSEDED BY		DATE REVIEWED	

SUMMARY

Executive Committee / Board of Directors Expense Reimbursement Policy

In response to the extreme time commitment required to serve on the Executive Committee and as an officer of the NRHA, the Compensation Committee has been charged with developing the following expense reimbursement policy. This policy applies to face-to-face meetings. Conference call expenses are toll free and already paid by NRHA.

Executive Committee Members:

- NRHA reimbursement for all hotel lodging expenses related to both Executive Committee and Board of Director meetings. Lodging reservations will be made by NRHA staff. Executive Committee members are required to stay at locations selected and reserved by NRHA. Prudence and cost consciousness is of utmost importance.
- NRHA reimbursement for travel expenses including: airline travel, mileage, airport parking, and taxi/uber rides to/from the airport.
- Airline travel would be paid up to \$450 per meeting (for a total of four meetings) and the ticket must have been purchased at a minimum of two weeks before the first day of the meeting. The reimbursement will cover only Economy seating and no additional luggage fees and/or upgrades. Mileage will be reimbursed at the current standard mileage rate set forth by the IRS. The total mileage costs cannot exceed the cost of a plane ticket. Executive Committee members who live internationally will be allowed a lump sum of \$1,800 (cost of four individual meetings) to be used for airline travel at their discretion.
- All travel and food expenses are the responsibility of the Executive Committee member. Any meals not covered during meetings are the financial responsibility of the Executive Committee member.
- A stipend of \$150 per day of meetings that Executive Committee members participate in based on the roll call record in the Executive Committee and Board of Directors meeting minutes.
- NRHA reimbursement for all hotel lodging expenses for personal use (or RV camping space expenses) related to their presence at NRHA owned Futurity and Derby events.
- NRHA reimbursement for all hotel lodging expenses related to attendance at the NRHA Convention. In addition, NRHA reimbursement for the fees associated with Convention registration for attendance at the meetings.

President:

- NRHA reimbursement for all travel expenses related to the normal execution of the duties of President. This includes lodging, travel and food expenses during Executive Committee and Board of Director meetings, as well as, expenses related to appearances where the President is representing NRHA in his/her official capacity. Prudence and cost consciousness is of utmost importance so every effort should be made to stay within the following expense limits:

Should the President ask that a member of the Executive Committee represent him and/or NRHA in an official capacity, NRHA will reimburse full expenses (lodging, travel and meals) while the Executive Committee member is serving in that official capacity. When traveling in the official capacity, the Executive Committee member is expected to maintain cost consciousness and stay within the above limits as well.

Board of Directors:

- A stipend of \$150 per day of meetings (with a two day guarantee) that Board of Directors members participate in face-to-face based on the roll call record in the Board of Directors minutes.
- NRHA reimbursement for travel expenses including: airline travel, mileage, airport parking, and taxi/uber rides to/from the airport.
- Airline travel would be paid up to \$450 per meeting (maximum of three meetings a year) and the ticket must have been purchased at a minimum of two weeks before the first day of the meeting. The reimbursement will cover only Economy seating and no additional luggage fees and/or upgrades. Mileage will be reimbursed at the current standard mileage rate set forth by the IRS. The total mileage costs cannot exceed the cost of a plane ticket. Directors who live internationally will be allowed a lump sum of \$1,350 (cost of three individual meetings) to be used for airline travel at their discretion.
- Any meals not covered during meetings are the financial responsibility of the Director.