

**Case Management Society of New England**

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**Policy # 5-94**

**Date:** September 21, 1994

**Revision:** January 18, 2005

**Revision:** July 23, 2006

<b>Policy:</b> <b>SPONSORSHIP OF CMSA BOARD MEMBERS, OFFICERS AND COMMITTEE CHAIRS</b>
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CMSNE will subsidize chapter members who serve on CMSA Board Members, Officers and National Committee Chairs/members in order to attend CMSA Board/Committee meetings, as required, to a maximum of three hundred dollars (\$300.00) per term for each individual.

The purpose of this policy is to encourage and support CMSNE members to run for CMSA elected positions and/or serve on CMSA Committees.

Procedure:

- 1 Covered expenses include travel, hotel, and meals. Expenses in excess of \$300.00 per term will not be reimbursed.
  - meal reimbursement not to exceed \$50/day, coverage is for approved CMSNE member only
  - Alcoholic beverages will not be reimbursed
  - Travel must utilize the most economical means, i.e. economy coach airfare, shuttle service from airport to meeting site, car rental is not considered reimbursable unless proven to be the most economical means.
- 2 Expenses must be submitted in writing using a Reimbursement Request form to CMSNE for review by the Chapter Treasurer. Appropriate proof of expenditure, e.g., receipt(s) of payment, and statement regarding submission for reimbursement to other payor source(s) must accompany the request.
- 3 Individuals will submit a written summary of the event for inclusion in the minutes of the next scheduled board meeting.
- 4 Reimbursement for attendance at CMSA-related meetings is contingent upon availability of sufficient treasury funds. The maximum reimbursable amount, per individual, is reviewed annually. The Chapters budget will include an estimated line item based on historical utilization and anticipated number of representatives.
- 5 CMSNE is the "payor of last resort". This means that individuals must submit expenses to their employer (if this benefit exists) or other payor source prior to accessing CMSNE funding.

Signed off:  Date: 7/23/06  
Dolores Burke, CMSNE President 2005-06