

**LWVHC Policy #15  
Travel Reimbursement**

Travel expenses incurred outside of Henderson County shall be applicable for reimbursement as follows:

- a. If the travel is for LWVHC presentations, the group requesting the presentation will be asked to pay the fuel expense at the current IRS rate. If the requesting group is unable or unwilling to pay this expense, it is at the discretion of the Board to reimburse the traveling member from League from miscellaneous funds.
- b. Room and registration expense for LWVUS or LWVNC conventions shall be reimbursed to attending members at approved rate per convention out of budgeted funds.
- c. Fuel expense for members traveling in their personal vehicle to and from LWVHC business (i.e. LWVUS or LWVNC conventions) can be reimbursed per prior approval by the Board
- d. Unreimbursed expenses for the above shall be presented to the Treasurer as a In-Kind (non-cash) donation.

Adopted – May 7, 2009  
Revised June 4, 2009  
Amended April 1, 2010  
Revised & Adopted August 2016  
Reviewed September 2017