

# **VIRGINIA ASSOCIATION MEDICAL STAFF SERVICE (VAMSS)**

## **Policy and Procedures**

**SUBJECT:** Expense Reimbursement

**EFFECTIVE DATE:** May 29, 2019

**DATE REVIEWED/REVISED:** May 29, 2019

**APPROVED BY:** Virginia Association Medical Staff Services (VAMSS) Board of Directors

**POLICY PURPOSE:** In accordance with the Policies and Procedures, outlined in Article XV of the Virginia Association Medical Staff Services (VAMSS) By-Laws, the purpose of this policy is to outline the process for requesting expense reimbursement by the following, but not limited to, active members of VAMSS and vendors who provide services for educational conference's for their expenses or other related expenses.

**PROCEDURE:** All parties must use their best efforts to submit expense reimbursement requests to the VAMSS Treasurer within 60 days of the incurred date via email or mail, utilizing the following procedure and requirements.

- 1) Requestor must include the following when submitting for reimbursement:
  - 1) Itemized invoice
  - 2) Receipts for which the reimbursement is being requested.
  - 3) A statement of what the cost included.
  - 4) A four digit PIN. The PIN will be issued and communicated to VAMSS Board members and may be distributed to other active VAMSS members as necessary. The purpose of the PIN is to indicate to the treasurer that the requestor is in fact an active VAMSS member.
- 2) Treasurer receives and reviews expense reimbursement request. Confirms that the requestor is an active VAMSS member or vendor. A check will be mailed, or other form of payment will be provided to requestor. It is at the discretion of the Treasurer to have the requested expense reimbursement reviewed by other VAMSS board members for the security and integrity of the VAMSS organization. If additional information is needed, the Treasurer or Board member may request it at that time.

VAMSS maintains the right to refuse reimbursement for expenses and/or travel which have not received prior approval directly from the VAMSS Board of Directors.

**This policy will be reviewed on an annual basis by the Board of Directors of VAMSS.**