



Regional Executive/RE2/RE3

Housing and Travel Guidelines

	2022–23 RE	2022–23 RE2	2022–23 RE3
Annual Conference June 26-29, 2022 Denver, CO	HFMA will cover 2 nights at the hotel. You are responsible for making your transportation plans, which HFMA will reimburse. If travel is over \$700, contact the Volunteer Experience Team prior to booking. HFMA funds your Conference tuition. Register using the discount code provided to you.	Optional Some Regions fund travel and housing for RE2 participation in the RE Council meeting.	Not Required
Volunteer Leadership Meeting Oct. 16-18, 2022 Chicago, IL <i>This replaced FPM and the November REC Meeting.</i>	HFMA will cover 3 nights at the hotel. You are responsible for making your transportation plans, which HFMA will reimburse. If travel is over \$700, contact the Volunteer Experience Team prior to booking.	HFMA will cover 3 nights at the hotel. You are responsible for making your transportation plans, which HFMA will reimburse. If travel is over \$700, contact the Volunteer Experience Team prior to booking.	Not Required Many regions fund travel and housing for the RE3 to attend
LTC April 16-18, 2023 San Antonio, TX	HFMA will provide 1 night at the hotel to participate in the Council Meeting. You are responsible for making your transportation plans, which HFMA will reimburse. If travel is over \$700, contact the Volunteer Experience Team prior to booking.	HFMA will provide 3 nights at the hotel. Participate in the Council Meeting, Regional Planning Time and attend LTC sessions. You are responsible for making your transportation plans, which HFMA will reimburse. If travel is over \$700, contact the Volunteer Experience Team prior to booking.	Many regions fund travel and housing for participation in this event

Questions? Contact the Volunteer Experience Team at chapter@hfma.org

Tips for Submitting Expense Reports:

- If claiming mileage expense, submit a map (using Google Maps or equivalent) showing the starting and ending destination and total miles.
- Refer to the Volunteer Travel Policy for covered expense details.