

Regional Executive/RE2/RE3

Housing and Travel Guidelines

| | 2023–24 RE | 2023–24 RE2 | 2023–24 RE3 |
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| Volunteer Leadership Meeting/Annual Conference June 24, 2023 June 25-28, 2023 Nashville, TN | HFMA will cover 2 nights at the conference 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. | HFMA will cover 2 nights at the conference 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 does not fund your Annual Conference tuition but will provide a discount code. | Optional Many regions fund travel and housing for the RE3 to attend the Volunteer Leadership Meeting and Regional Executive Council meeting. |
| November RE Council Meeting Nov. 12-14, 2023 Chicago, IL | HFMA will cover 2 nights at the conference 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. | Optional Many Regions fund travel and housing for RE2 participation in the Regional Executive Council meeting. | Optional Many regions fund travel and housing for the RE3 to attend the Regional Executive Council meeting. |
| LTC April 21-23, 2024 Orlando, FL | HFMA will provide 1 night at the conference hotel to participate in the Regional Executive Council Meeting and Awards Dinner. 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 conference hotel. Participate in the Regional Executive 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. | Optional Many regions fund travel and housing for the RE3 to attend the Regional Executive Council meeting, Regional Planning Time and attend LTC sessions. |

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.