



## Regional Executive/RE2/RE3

### Housing and Travel Guidelines

	2024–25 RE	2024–25 RE2	2024–25 RE3
<b>Volunteer Leadership Meeting/Annual Conference</b>  June 23-24, 2024 June 24-27, 2024 Las Vegas, NV	<p>HFMA will cover 2 nights at the conference hotel (Mandalay Bay) at the standard rate.</p> <p>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.</p> <p>HFMA funds your Conference tuition. Register using the discount code provided to you.</p>	<p>HFMA will cover 2 nights at the conference hotel (Mandalay Bay) at the standard rate.</p> <p>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.</p> <p>HFMA does not fund your Annual Conference tuition but will provide a discount code.</p>	<p>Optional</p> <p>Many regions fund travel and housing for the RE3 to attend the Volunteer Leadership Meeting and Regional Executive Council meeting.</p>
<b>November RE Council Meeting</b>  Nov. 11-12, 2024 Chicago, IL	<p>HFMA will cover 2 nights at the conference hotel at the standard rate.</p> <p>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.</p>	<p>Optional</p> <p>Many Regions fund travel and housing for RE2 participation in the Regional Executive Council meeting.</p>	<p>Optional</p> <p>Many regions fund travel and housing for the RE3 to attend the Regional Executive Council meeting.</p>
<b>LTC</b>  May 4-6, 2025 Nashville, TN	<p>HFMA will provide 2 nights at the conference hotel at the standard rate to participate in the Regional Executive Council Meeting and Awards Luncheon.</p> <p>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.</p>	<p>HFMA will provide 3 nights at the conference hotel at the standard rate. Participate in the Regional Executive Council Meeting, Regional Planning Time and attend LTC sessions.</p> <p>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.</p>	<p>Optional</p> <p>Many regions fund travel and housing for the RE3 to attend the Regional Executive Council meeting, Regional Planning Time and attend LTC sessions.</p>

Questions? Contact the Volunteer Experience Team at [chapter@hfma.org](mailto: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.