

Regional Executive/RE2/RE3

Housing and Travel Guidelines

	2024–25 RE	2024–25 RE2	2024–25 RE3
Volunteer Leadership Meeting/Annual Conference June 23-24, 2024 June 24-27, 2024 Las Vegas, NV	HFMA will cover 2 nights at the conference hotel (Mandalay Bay) at the standard rate. 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 (Mandalay Bay) at the standard rate. 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. 11-12, 2024 Chicago, IL	HFMA will cover 2 nights at the conference hotel at the standard rate. 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 May 4-6, 2025 Nashville, TN	HFMA will provide 2 nights at the conference hotel at the standard rate to participate in the Regional Executive Council Meeting and Awards Luncheon. 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 at the standard rate. 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.