



Regional Executive/RE2/RE3

Housing and Travel Guidelines

	2026–27 RE	2026–27 RE2	2026–27 RE3
November RE Council Meeting Nov. 16-17, 2026 Chicago, IL	HFMA will cover up to 2 nights at the designated 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. Check your Regional Operating Agreement.	Optional Many regions fund travel and housing for the RE3 to attend the Regional Executive Council meeting. Check your Regional Operating Agreement.
Leadership Summit April 18-20, 2027 Atlanta, GA	HFMA will provide 1 night (April 18) at the conference hotel at the standard rate to participate in the Regional Executive Council Meeting and Awards Luncheon (both on April 19). 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 2 nights (April 18 and 19) at the conference hotel at the standard rate. Participate in the Regional Executive Council Meeting, Regional Planning Time and attend Summit 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 Summit sessions. Check your Regional Operating Agreement.

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

Expense Reports can be submitted to 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.
- Expense Reports must be submitted within 30 days of event or reimbursement may be denied.