



# LAS VEGAS HAWAIIAN CIVIC CLUB

*Kulia E Loa'a Ka Na'auao -- Strive to obtain wisdom*

P.O. Box 97891, Las Vegas, NV 89193

## Las Vegas Hawaiian Civic Club Travel Reimbursements Policy for Attending Mainland Council & Association of Hawaiian Civic Club Events

1. Reimbursements for travel, Per Diem (lodging, meals & incidentals with limitations) will be a stipend not to exceed \$250 for any qualified Club Member attending events covered by this policy.

- This policy only covers attendance at Mainland Council and Association of Hawaiian Civic Club Events
- Traveler will submit receipts for travel and Per Diem to support the stipend request claim after traveler returns from the event
- A maximum of four reimbursements (total \$1,000) will be issued per event

2. Reimbursements for the following **will not occur**.

- Rental Cars & gas for the rental car
- Ridesharing (Lyft, Uber, etc)
- Taxis
- Hotel Parking
- Personal Vehicle Expenses: Mileage to/from airport or destination, parking at airport or destination, gas
- Alcohol – traveler will not charge any alcoholic drinks to the Club for reimbursement

3. Traveler will use the established LVHCC reimbursement form, providing copies of all receipts, and submitting this packet to the Club Treasurer. Club funds will not be disbursed without express permission of the President.

- All checks will be signed by two designated Club Executive Board Officers (Pelekekina, Vice President, Treasurer, or Secretary)

4. The LVHCC Executive Board will annually review this policy

DORINDA P. BURNET

Pelekekina, Las Vegas Hawaiian Civic Club

1<sup>st</sup> Review:

2<sup>nd</sup> Review: