



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 Reimbursement Policy for Attending Mainland Council & Association of Hawaiian Civic Club Meetings (July 18, 2018, as Amended November 5, 2019)

1. Reimbursements for travel will not to exceed a maximum of \$250 per qualified Club Member attending events covered by this policy.

- This policy only covers attendance at Mainland Council quarterly meetings and the Association of Hawaiian Civic Club (AHCC) Convention by Club Members (i.e., in good standing as a currently paid Member and age 18 or older)
- A maximum of four reimbursements of \$250 will be issued per event; requests will follow the process detailed in paragraph 3 below; requests must be submitted not later than 60 days after above identified events
 - Criteria for payment
 - Pelekikena and Mainland Council Representative are mandatory attendees and will always receive reimbursement
 - Remaining stipend disbursements will occur based on years of service, attendance at Club meetings, and events (e.g., being on or running a committee, Board of Director, event planner or sub-committee lead) as decided by the Pelekikena
- Traveler will submit for reimbursement to support meeting attendance request claims **after returning** from the meetings; no advance payments will occur to ensure fiscal responsibility of Club funds
- AHCC Convention Registration fees will be paid by the Club for each qualified Member (current fee is \$50 per delegate). **No registration fees are authorized** for LVHCC Members attending that are not approved by the LVHCC Board
 - LVHCC will not pay for LVHCC Members attending as representatives of other Clubs as this is an expense budgeted for LVHCC use only

2. Reimbursements **will not occur** for Alcohol – traveler will not charge any alcoholic drinks to the Club for reimbursement; further, meals will not be charged to LVHCC

3. Traveler will use the LVHCC reimbursement form (see attached), attach copies of all receipts with any personally identifiable information (e.g., credit card numbers, account numbers, expiration dates) blacked out, and submit this packet to the Pelekikena for approval of funds disbursement before the packet is provided to the Club Treasurer for record keeping. Club funds will not be disbursed without express permission of the Pelekikena.

- All checks will be signed by the designated Club Executive Board Officers (Pelekikena and Secretary)

4. LVHCC will pay the AHCC Convention registration fee (\$50) for LVHCC Members approved by the Pelekikena to attend. Members attending without the approval of the Pelekikena or attending as delegates, representatives, or in any capacity that is not associated with LVHCC are not authorized any reimbursement.

5. The LVHCC Executive Board will annually review this policy.

A handwritten signature in black ink, appearing to read "Dorinda P. Burnet". The signature is fluid and cursive, with the first name being the most prominent.

DORINDA P. BURNET
Pelekekina
Las Vegas Hawaiian Civic Club

Attachment: LVHCC Reimbursement Form

1st Review: November 5, 2019 (Completed)

2nd Review: