

## **Wisconsin Medical Society Alliance**

### Proposed Guidelines for Reimbursement

#### State President & President Elect

Full Reimbursement for travel, housing and registration for one AMA Alliance leadership training session per year, and full reimbursement for travel and housing based on the lowest available room rate for the AMA Alliance annual meeting and the state alliance annual meeting.

#### Delegates to the Annual Meeting

Full reimbursement for travel and housing based on the lowest available room rate. (Delegates will be appointed at the annual meeting.)

#### Participants in AMA Alliance Leadership Training

One state member (preferably a county president, president elect or committee chair) will be sponsored for full reimbursement—travel, registration and lowest available room rate—for the October and February training sessions. Unless authorized by the Board of Directors reimbursement will not be offered for repeat participants.

Participants will be required to attend the entire session, provide proof of attendance and present a report to the membership at the next meeting or a written report in the next newsletter. (This criteria may be altered only by the alliance president or the board.)

#### Other Events

Reimbursement for other events will be considered on a per case basis by the Board of Directors. If there is no meeting scheduled the board may vote online or by fax or telephone.

#### Reimbursement Policy

Requests for reimbursement must be submitted with a copy to the state treasurer and our staff liaison within 60 days after attending an event. Receipts must be provided. Auto mileage will be reimbursed at the current IRS rate. In the event that the AMA-A is offering special reimbursement for a session, that will be subtracted from the state reimbursement.