

Travel Reimbursement Policy
Association for Hanna Somatic Education, Inc.
Board Member Travel to Annual Meeting

Adopted June 29, 2017

The Association for Hanna Somatic Education, Inc. (AHSE) covers the cost of air fare or an equivalent amount for other types of travel for Board members whose official address is 150 one-way miles or more to the Annual Meeting of the AHSE. The following policies govern the reimbursement of Board members for travel expenses:

1. It is the policy of the AHSE to use the lowest available air fare, purchased 21 to 112 days in advance during the “prime booking window”, and not to exceed \$600. Directors opting for air transportation should plan their travel in accordance with this. Class of service for air travel should be economy fare. If desired, Board members can use their frequent flier miles to upgrade to business or first-class. Frequent flyer program benefits provided by the airline can be retained by the board member, but shall not be the basis of selecting the air carrier. The board reserves the right to set a cap for airfares that seem excessive to the spirit of this policy. The travel reimbursement “not to exceed” amount shall be reviewed each year at the January meeting of the Board of Directors.
2. A Board member who chooses to use an alternate form of travel other than flying for the lowest available airfare must seek approval from the Board of Directors for an equivalent amount to be reimbursed prior to incurring an alternate travel expense.
3. First-class or business travel can only be used if the board member upgrades at no additional expense to the AHSE.
4. Travel insurance and other upgrades are not reimbursable.
5. Travel costs other than economy air fare or an equivalent amount are not reimbursable.
6. To be reimbursed after travel to the annual meeting, an AHSE Board member must submit a travel reimbursement request form and include a receipt for air fare or stated Board approved amount to the treasurer.