



LAS VEGAS HAWAIIAN CIVIC CLUB

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

7260 West Azure Drive STE 140-1052, Las Vegas, NV 89130

Las Vegas Hawaiian Civic Club Reimbursement Policy for Attending Mainland Council & Association of Hawaiian Civic Club Meetings

(As Amended November-3, 2020; Updated November 15, 2021)

1. Reimbursements for travel will not to exceed a maximum of \$250 per qualified Club Member attending events as Delegates covered by this policy with the exception of the Pelekekina and Mainland Council Koho Mua.

- This policy covers attendance at Mainland Council quarterly meetings, by the Pelekekina and Koho Mua, 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) attending as Delegates
- Mainland Council Quarterly Meetings: At present, all Mainland Council Quarterly Meetings are conducted virtually and require no reimbursement for travel or attendance; should this change stipends specific to the Pelekekina and Koho Mua will be paid for by LVHCC for plane tickets and hotel costs only for the 1st, 2nd, and 3rd Quarter meetings (early reservations for air travel and hotel will occur to ensure the most economical price)
- Annual Association of Hawaiian Civic Club Conventions: A maximum of four reimbursements of \$250 will be issued; requests will follow the process detailed in paragraph 3 below; requests must be submitted not later than 60 days after attendance at an AHCC Convention
 - Criteria for payment
 - Pelekekina and Mainland Council Representative are mandatory attendees and will always receive reimbursement which includes reimbursement for plane tickets and hotel less the \$250 reimbursement noted above; however, in the event of circumstances related to travel during times of state mandated restrictions (e.g., during a pandemic) the minimum attendance requirement at an AHCC Convention, per AHCC Bylaws, is one LVHCC representative
 - 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 Pelekekina
- 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 event Registration fees (e.g., annual Convention, decentennial [every 10 years] Constitutional Convention [Con-Con]) will be paid by the Club for each

qualified Member. **No registration fees are authorized** for LVHCC Members attending that are not approved by the LVHCC Board

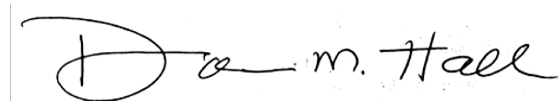
- The number of delegates representing the Club at an annual Convention is identified as: one delegate for every 10 LVHCC Members in good standing
- The number of delegates for a Con-Con would be half the number of delegates attending the annual Convention prior to the Con-Con
- LVHCC will not pay for LVHCC Members attending as representatives of other Clubs as this is an expense budgeted for LVHCC use only

2. Reimbursements **will not occur** to Convention Delegates for: alcohol, meals, rental cars, or other items associated with attendance at Convention or Con-Con.

3. Traveler will use LVHCC Form 103 (Reimbursement), attach copies of all receipts with any personally identifiable information (e.g., credit card numbers, account numbers, expiration dates) blacked out, but the traveler's name must be visible, 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 designated Club Executive Board Officers (e.g., Pelekikena, 1st Vice President, Secretary)

4. The LVHCC Board will annually review this policy.



DOREEN M. HALL
Pelekikena
Las Vegas Hawaiian Civic Club

1st Review: November 5, 2019 (Completed)
2nd Review: November 3, 2020 (Completed)
3rd Review: November 15, 2021 (Completed)