



## **WVEMS Reimbursement Policy**

***All capitalized words/terms used in this policy that are not defined herein shall have the meanings ascribed to them in the WVEMS By-Laws***

### **PURPOSE**

The purpose of the WVEMS Reimbursement Policy ("Policy") is to set forth the rules and procedures relating to the reimbursement to Members by WVEMS with respect to approved expenses.

### **APPROVED EXPENSES**

1. Approved expenses include but are not limited to:
  - Initial EMT certification course tuition
  - Uniforms and personal on-duty equipment
  - EMS conference attendance
  - Certain non-WVEMS EMS training

### **REIMBURSEMENT OFFICER**

2. All expenses to be reimbursed must be approved by the Reimbursement Officer in accordance with this Policy. The Reimbursement Officer will be appointed by the President and will serve until removed or replaced by the President. The Reimbursement Officer must be a Voting Member and may be a Director who is not a member of the Executive Committee.

### **REIMBURSEMENT PROCEDURE**

3. A Member who seeks to be reimbursed for an expense shall request and receive approval from the Reimbursement Officer either prior to or after the purchase, subject to any other limitation set forth in this Policy. It is the responsibility of the Member to actively request approval of any expense. If the Reimbursement Officer is unavailable, then the President should be contacted.
4. If a Member seeks reimbursement prior to the purchase, then the Member shall send an email to the Reimbursement Officer with a copy to the Treasurer detailing the item(s) to be purchased, the vendor, and the cost (including shipping, handling, taxes, and any other applicable fees). If the Reimbursement Officer approves the purchase, then the Reimbursement Officer will send an email to the Member and the Treasurer approving the purchase. The Treasurer will then inform the Member whether the purchase should be made by the Member or by WVEMS. If the purchase is made by the Member, then the Treasurer shall promptly reimburse the Member for the purchase after the Treasurer receives documentation showing that the purchase was received and paid for.
5. If the Member seeks reimbursement after the purchase, then the Member shall send an email to the Reimbursement Officer and to the Treasurer detailing the item(s) that was purchased, the vendor, and the cost (including shipping, handling, taxes, and any other applicable fees). If the Reimbursement Officer approves the purchase, then the Reimbursement Officer shall send an email to the Member and the Treasurer approving the purchase. The Treasurer shall then promptly reimburse the Member for the purchase after the Treasurer receives documentation showing that the purchase was received and paid for, subject to restrictions on reimbursement for taxes and fees paid.



- Members should be aware that WVEMS has tax-exempt status with various vendors. Accordingly, it is highly recommended and preferred that Members seek reimbursement approval from the Reimbursement Officer prior to purchase.

#### **INITIAL EMT CERTIFICATION COURSE REIMBURSEMENT**

- EMR classes are not reimbursable by WVEMS. The EMT Course Tuition Reimbursement Program requires that interested members make a request in writing to the attention of the President or any other member of the Board of Directors after successful completion of their WEMS internship. Such requests will receive consideration only if the member submits evidence of tuition payment along with his or her number of volunteer hours. The member may only apply for reimbursement of an EMT program within two years of the course completion. The member should further certify that no other means of reimbursement is available (e.g. through another EMS corps or through tuition scholarship).

Reimbursement authorizations are issued for half the tuition after the member has volunteered a minimum of 75 hours over a six months period of continuous volunteer service as. The second half is reimbursed after an additional 75 hours during the second six months of continuous volunteer service, up to a maximum of the current WVEMS tuition. During this time, the member must be cleared off intern status and maintain active service.

#### **UNIFORMS AND EQUIPMENT**

- A Member may apply to have uniforms, certain uniform-related clothing and equipment reimbursed. Any and all expenses relating to uniforms, uniform-related clothing and equipment are subject to approval at the Reimbursement Officer's discretion.
- There is an annual allowance for each Member based on service hours during a calendar year. Service hours include shift hours, training, special events and administrative hours. As interns are not Members, intern shift hours are excluded.
- The following is the annual expense allowance for uniforms and equipment for prior calendar year service hours:
  - 100 - 150 service hours: \$200
  - 151 - 200 service hours: \$300
  - 201 - 300 service hours: \$400
  - 301 and above service hours: \$500
- The Reimbursement Officer with the approval of the Executive Committee may waive the above annual expense allowance for new Members under certain circumstances.

#### **EMS CONFERENCES**

- A Member may apply to have certain EMS conference expenses reimbursed. All EMS conference expenses must be approved by the Reimbursement Officer **prior to** the conference.
- Generally, expenses to be reimbursed include conference attendance fees and reasonable hotel expenses (up to 3 nights). Food, drink and travel are not reimbursable. Any and all expenses relating to EMS conferences are subject to approval in the Reimbursement Officer's discretion.



14. EMS Pro Conference: The BOD has adopted a policy with regards to the EMS Pro conference. Member hours used will be for the previous calendar year to determine eligibility. In the case of a new member - that is, one who has been voted in as a member on or after January 1 of the current year - the number of hours used to determine the level of reimbursement for the conference will be twice the number of hours worked between January 1 and June 30 of the current year up to a maximum of 3 days conference and 2 nights lodging.

Members will be responsible for registering themselves and will have to submit receipts for their conference expenses afterwards for reimbursement as well as proof of attendance at the seminars. Interns are not eligible for the reimbursement. Youth Corps members may attend and avail themselves of the reimbursement benefit, but a signed parental acknowledgement form must be turned in before the conference (below). Members may request reimbursement after the conference upon presentation of their paid receipts and certificates of attendance. We require at least 75% attendance (as an example, a one day attendee must submit 3 certificates of attendance if 4 time slots were offered that day).

Members are required to make their own registration and reservations. Members will be reimbursed for their standard conference admission (pre-registration, not at the door) and lodging (at the conference rate) under the following guidelines:

- 150 - 199 hours of service: 2 days of conference admission with 1 night of lodging
- 200 - 499 hours of service: 3 days of conference admission with 2 nights of lodging
- 500+ hours of service: 3 days of conference admission and 3 nights of lodging.

#### **CERTAIN NON-WVEMS EMS TRAINING**

15. A Member may apply to have certain non-WVEMS training expenses reimbursed. All non-WVEMS training expenses must be approved by the Reimbursement Officer *prior to* the training session. Only expenses relating to the cost of attending the training session will be reimbursed. Any and all expenses relating to non-WVEMS training are subject to approval in the Reimbursement Officer's discretion.

#### **AMENDMENT**

16. This Reimbursement Policy may be amended by the WVEMS Board of Directors at any time and for any reason in accordance with the WVEMS By-Laws.