



WISCONSIN BUILDERS ASSOCIATION

Reimbursement Policy for local HBA Executive Officers

This is a reimbursement for the actual cost of travel and lodging in association with WBA sponsored or endorsed events. Executive Officers must apply for reimbursement, and it must be approved by WBA prior to the expenditure unless WBA has directed the specific reimbursement available in connection with a designated event.

Reimbursements are made to the local association and not to the individual.

WBA reimbursement will be funded on an annual basis as dictated by the WBA budget. Priority will be given to locals with parttime staff demonstrating financial hardship who are unable to support Executive Officer education and training.

Executive Officers' salaries and/or benefits will not be considered as a reimbursable expense. To attend an event, local HBAs must agree to pay employee compensation and any additional expenses (including meals, ticket/registration fees, etc.) not included with the WBA event. This is a reimbursement for hotel and mileage only and is limited to one staff member per local association. The current Federal mileage rate will be used to calculate mileage reimbursement.

Events include:

**Member Meeting Days
Celebration of Housing,
President's Installation
Executive Officer Summit
and**

Other events designated for reimbursement by WBA

Approved by the WBA Executive Committee on 12.2.21