NABIP CENTRAL FLORIDA POLICY & PROCEDURES

POLICY TITLE	NABIP & NABIP Florida Meeting Reimbursements
POLICY NUMBER:	001
MOTION:	Olivia Barakat
SECONDED:	Doug Hoagland
DATE SUBMITTED:	12/15/2025
DATE APPROVED:	12/16/2025
APPROVED BY:	NABIP Central Florida Board
SUNSET DATE:	12/16/2028

PURPOSE: To set forth guidelines for travel expense reimbursement for designated Officers, Board Members, Committee Chairs and other designated members attending NABIP and NABIP Florida events on behalf of NABIP Central Florida.

POLICY: Reimbursement will work as follows:

1. Actual expenses up to an amount specified in the annual budget and allocated to the individual, will be reimbursed for attendance to Capitol Conference, NABIP Convention, NABIP Florida Day on the Hill and the Region V Leadership meetings for registration, airfare, mileage, lodging and other expenses, provided that reimbursement is not covered by NABIP, NABIP Florida or the member's employer for their attendance. Alcoholic beverages are not considered reimbursable expenses.

2. Reimbursement for NABIP Convention requires that the representative of NABIP Central Florida be pre-registered as a delegate and that they attend the regional meetings, the House of Delegates and any other general business meetings of the association. They must also vote in any contested elections. Priority is given to the President and President-Elect.

3. Reimbursement for the Capitol Conference requires that the representative of NABIP Central Florida attend at least 75% of the general sessions and participate in visits with legislators, regulators, or their aides at the Capitol. Priority is given to the Legislative Chair, President-Elect and President.

4. Reimbursement for the Region V Leadership Meeting requires that the individual is in attendance for at least 75% of the allotted time for this meeting.

PROCEDURE(S) A completed expense report, as well as receipts or other documentation of expenses, must be submitted to the Executive Director within 45 days of the meeting. The number of individuals to be reimbursed for attending these events will be determined by the board during the annual budgeting process.

FINANCIAL IMPACT: Will be determined annually at the Board's Budget Meeting.

NABIP CENTRAL FLORIDA POLICY & PROCEDURES

POLICY TITLE:	Event Registration Fees Waived
POLICY NUMBER:	002
MOTION:	AnnMarie Chapman
SECONDED:	Lamar Spaulding
DATE SUBMITTED:	12/15/2025
DATE APPROVED:	12/16/2025
APPROVED BY:	NABIP Central Florida Board
SUNSET DATE:	12/16/2028

PURPOSE: To define who is eligible for complimentary registration at NABIP Central Florida chapter events and to ensure consistent application of this policy.

POLICY: Complimentary registration for NABIP Central Florida chapter meetings is limited to the following individuals:

- Primary Speaker: The individual delivering the main program presentation.
- Additional Presenter: One additional presenter may receive complimentary registration at the discretion of the Programs Chair or Chapter President.
- Panels: In the event that the main program is a panel discussion, each of the panelists and the moderator will receive complimentary registrations.
- CE Presenters: If a Continuing Education (CE) session is offered before or after the meeting, the CE presenter(s) will receive a complimentary registration.
- Sponsors: 1 attendee registration is included with each sponsorship, unless otherwise specified in the sponsor agreement.
- Executive Director Team: Up to the number of individuals specified in the Executive Director contract will receive complimentary registration.

All other attendees—including board members, officers, committee chairs and general attendees—are required to pay the applicable member or guest registration fee unless otherwise approved by the Board.

PROCEDURE(S): The Executive Director or Meeting Planner will coordinate complimentary lunch registration for the designated individual(s) in advance of each luncheon. The complimentary meal will be coded appropriately in the event registration system for tracking and financial reporting.

FINANCIAL IMPACT: Average luncheon costs range from $35–$45 per person. The expense of the complimentary lunch(es) will be charged to the Luncheon Meeting Expense line item in the NABIP Central Florida budget.