

## Reimbursement Guidelines

1. When a board meeting is held the evening prior to the spring or fall teaching days, board members and NOLF liaison will be reimbursed for hotel/motel room to attend that board meeting. This cost is reimbursed so as not to cause additional financial burden to those coming a day early specifically for those board meetings. Attendance at the board meeting is required for reimbursement.
2. In addition, those same board members and NOLF liaison will be reimbursed for up to \$25 for an evening meal prior to the spring and fall teaching day, for the same reason.
3. CNYSGNA reimbursement of national dues for the members of the Board of Directors and NOLF liaison will be made automatically by the Treasurer after the Fall Conference, contingent on that Board member's attendance at each of the Board and Business meetings or if unable to attend any of those meetings, he/she will make arrangements to have someone else give their report.
4. For the National SGNA conference CNYSGNA will reimburse course fee, airfare, hotel, meal expenses including travel and conference days and airport parking. Meal expenses will be covered up to \$50 per day and airport parking for the president and president-elect to attend the House of Delegates meetings through the end of the conference. Itemized receipts will be required. All expenses are subject to review by the CNYSGNA board.
5. Scholarship applications are available on the CNYSGNA web site. Two or more \$1000.00 scholarships will be awarded based on available funds. Deadline for application is Jan 31. A reminder will be sent in the fall newsletter.
6. Board members may submit expenses incurred in CNYSGNA business to the Treasurer. All expenses must have receipts and be itemized on the reimbursement request form. This form can be obtained from the CNYSGNA Web site, at [http://www.cnysgna.org/documents/travel\\_voucher.pdf](http://www.cnysgna.org/documents/travel_voucher.pdf).

Formulated: 04/05 by Janet Moran, Budget/Finance Chair

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