

TSGNA PERSONAL EXPENDITURES POLICY

Purpose:

To provide guidance to the TSGNA Treasurer, Board of Directors and Volunteers regarding guidelines for payment of expenses.

Policy Statements:

1. All approved expenses are included in the annual budget.
2. Items not included in the budget require board approval prior to the expenditure.
3. Hotel rooms for approved meetings will be paid at one-half the total room rate for the appropriate amount of nights. Exceptions will be made on an individual basis, as approved by the board.
4. Fees for the TSGNA Annual Course will be waived for:
 - All TSGNA Board Members
 - All Division Officers
 - All Committee Chairs
 - Past TSGNA Presidents
 - Program Committee Members
 - Others as decided by the Board

Approved Expenses:

1. TSGNA Volunteers

- SGNA Annual Dues for Board of Directors, Division Officers and Committee Chairs
- Course fee, travel, hotel and fifty dollars per day per diem for TSGNA President and President-Elect to attend the annual SGNA Course.
- Course fee, travel, hotel and fifty dollars per day per diem for TSGNA President and President-Elect to attend the annual SGNA Leadership Conference
- Course fee, travel, hotel and fifty dollars per day per diem for other TSGNA Board Members to attend the annual SGNA Leadership Conference, as approved annually by the Board
- Hotel rooms for TSGNA Board Members and Program Committee Members for TSGNA Annual Course.
- Annual TNA membership for TSGNA President and President-Elect
- Operational expenses, including postage and printing
- Divisional expenses as approved by the Board

Approved October 2004, 2007

2. Awards

- Points Scholarship in the number and amount approved annually by the Board
- SGNA Memberships awarded at the TSGNA Annual Course
- Certification Scholarships in the number and amount approved annually by the Board
- SGNA Annual Course registration awarded at the TSGNA Annual Course

3. Honorariums – Vendor support should be utilized to cover honorariums whenever possible.

- Honorariums for Divisional Meetings may be available and will be decided by the Board annually.
- Honorariums for TSGNA Annual Course Speakers will be determined by the Program Committee and will be part of that budget.

Procedure:

1. Prepayment of Expenses

- Requests for prepayment of expenses must be made to the treasurer in a timely manner in order to take advantage of early registration fees and to allow adequate time to process requests.
- Requests are made by submitting a complete and signed *Expense Form* to the Treasurer.
- Examples of expenses appropriate for prepayment include:
 - Annual Course Fees
 - SGNA Membership Dues
 - TNA Dues
 - Hotel Rooms
 - Speaker Fees / Expenses Requested in Advance
 - Certification Scholarships
 - Per Diems

2. Reimbursement of Expenses

- Approved expenses will be reimbursed upon submitting a completed and signed *Expense Form* and appropriate receipts to the TSGNA Treasurer.
- *Expensive Forms* must be submitted to the Treasurer within 30 days of the expense.
- The least expensive, most feasible method of transportation and parking should be utilized, and airline reservations should be made as early as possible in order to take advantage of lower rates.

- Examples of expenses appropriate for reimbursement include:
 - The items listed above if not submitted early enough for prepayment
 - Travel Expenses
 - Airline Tickets
 - Mileage (as permitted by the IRS)
 - Parking
 - Ground transportation
- Operational Expenses
 - Postage
 - Printing
 - Meeting Incidentals
- Other expenses as approved by the Board

