Policy: Travel & Reimbursement

Purpose: To provide a formalized structure to chapter members when traveling on behalf of the chapter for approved society functions.

1. Chapter members are responsible for making their own travel arrangements. It is strongly encouraged that pre-registration is accomplished to help curve the costs as well as watching for airline and hotel deals prior to travel date.
2. All expenses incurred will be reimbursed up to $1500.00 per chapter member. Any expenses beyond this amount will be the responsibility of the chapter member.
3. An expense report is required to be completed (refer to expense voucher procedure) and accompanying receipts must be attached.
4. Reimbursement will not be provided without a receipt.
5. Forward the expense report to the Treasurer.

Policy: Disbursement of Chapter Monies

Purpose: To provide a prescribed method for disbursement of chapter funds to assure accountability and accuracy in using chapter monies.

1. An expense voucher must be completed for all reimbursement requests in order for chapter monies to be disbursed.
2. Accompanying receipts must be attached with expense voucher. If a receipt(s) is not attached, the requested amount will not be reimbursed.
3. Any amount requested over $250.00 must be approved by both the Chapter President and Treasurer. Approval will be noted on the expense voucher as a permanent record.
4. To obtain a copy of the expense voucher, you can logon to www.nursingsociety.org, click on chapters then click on chapter resources then scroll down to ‘expense voucher’. You may also contact the Treasurer for a copy of the expense voucher.