

## MARYLAND SCHOOL NUTRITION ASSOCIATION

### EXPENSE POLICIES

All bills over \$50.00 must be reviewed and approved by the Executive Board or two members of the Executive Committee if an Executive Board meeting is not scheduled within thirty (30) days of the receipt of the bill. All decisions of the Executive Committee will be reviewed by the Executive Board.

### TRAVEL EXPENSES

All members traveling on official business for the Association must have prior approval for such travel.

The following limits have been established:

Food Per diem rate on the federal guidelines, which are announced in September.

Mileage Rate based on the federal mileage guidelines, which are announced in September.

Hotel The Association will reimburse hotel bills when business matters make it necessary to stay overnight.

**Note** **All expenses for travel MUST be accompanied by a receipt. Travel will be reimbursed only with the Association Expense Voucher and receipts and approval of the Executive Board.**

### REIMBURSABLE EXPENSES

1. Travel to Executive Board meetings for Executive Board members. These members are: Elected State Officers, State Committee Chairpersons, and the Presidents of Affiliate Chapters (one car per chapter).
2. Approved travel of the MSNA Executive Board and other members assigned on official Association business.

Example:

- a) Convention Committee Meetings and other business
  - b) Travel to approved National and local meetings
  - c) Travel by Elected Officials to Chapter meetings
  - d) Travel by State Committee members on approved official Association business.
- 3) Printing, copy work and miscellaneous supplies for approved official Association business.

### NON-REIMBURSABLE EXPENSES

1. Travel and expenses to the State convention and workshops for Affiliate Chapter officers should be covered by each chapter for their officers.
2. Expenses incurred over the approved budget.

## **Automatic Payments**

1. Executive Board Meetings  
State Officers, all committee chairpersons and chapter officers (President and President-Elect - 1 car per chapter): mileage
2. Executive Committee Meetings  
All members will be paid mileage
3. Executive Secretary  
Association business: mileage  
Annual convention and leadership training: registration, hotel (comp room), meals and mileage  
Executive Secretary training held at SNA Washington (expenses)
4. SNA Annual Convention  
President, Vice President and President-Elect: registration (conference only), transportation, lodging and meals
5. SNA Leadership Conference  
Vice President, President-Elect: registration, traveling expenses (mileage or air, lodging and meals)
6. MSNA Annual Convention  
Five elected officers (President, President-Elect, Vice President, Secretary, Treasurer) plus industry bookkeeper: registration and traveling expenses (lodging and mileage)
7. MSNA Leadership Training Workshop  
Five current officers (President, President-Elect, Vice President, Secretary, Treasurer), two incoming officers (President-Elect and incoming Secretary/Treasurer): registration
8. SNA Legislative Action Conference  
President, President-Elect, Vice President, Federal Legislative Chairman and Team Leaders: one-day registration (Monday), meals, and mileage

***Expense vouchers must be filled out for all expenses.***

**Room should be shared by two people in double occupancy room.**

**If spouses or friends accompany you, cost of room should be split. (Only half of room cost will be reimbursed).**