



OHIO NURSING STUDENTS' ASSOCIATION

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NSNA Convention Travel Policies

Introduction

The ONSA encourages all Board Members to attend the NSNA Mid-Year and Annual Conventions. These conventions provide an opportunity the members of the ONSA to invest in the leadership development of their elected officials. This will help provide the Board of Directors with some of the tools necessary to advance the mission of the organization and fulfill their fiduciary responsibility to the organization and its members.

I. NSNA Annual Convention

The President and Vice President are expected to attend the Annual Convention and will be provided with full reimbursement for the following:

Covered Expense	Comments	Payment type
100% Transportation to and from the convention city	Total amount including all taxes and fees. Airfare must be Economy Class	Reimbursed in advance of convention with proof of purchase
100% Ground transportation to and from the airport	A reasonable effort must be made to select the most economical ground transportation possible. Board Members should utilize a shuttle service or taxi service if shuttle is not available.	Reimbursed after the convention with proof of purchase
100% Convention Registration	Convention only, no NCLEX review	Paid directly to the NSNA by the ONSA treasurer in advance of the convention. Must be submitted in advance of the convention to avoid additional on-site fees.
100% Hotel Room	Total amount including all taxes and fees. Double occupancy with another ONSA Board Member when feasible. Covered expenses do not include incidental charges like room service or pay per view movies.	Paid directly to the hotel by the designated ONSA representative (ie: the Treasurer or President)
IRS Per Diem for meals	IRS per diem rates are specific to each city to allow for regional differences in food expenses	The pre-determined amount will be provided by the ONSA Treasurer to each board member in advance of the convention. The Per Diem reimbursement is designed to streamline the Treasurer's workload, thus a flat amount will be provided and receipts are not required for reimbursement.

All other Board Members are encouraged, but not expected to attend and will be reimbursed for the following:

Covered Expense	Comments	Payment type
50% Transportation to and from the convention city	Total amount including all taxes and fees. Airfare must be Economy Class. Maximum reimbursement \$300.	Reimbursed in advance of convention with proof of purchase
50% Ground transportation to and from the airport	A reasonable effort must be made to select the most economical ground transportation possible. Board Members should utilize a shuttle service or taxi service if shuttle is not available.	Reimbursed after the convention with proof of purchase
100% Convention Registration	Convention only, no NCLEX review	Paid directly to the NSNA by the ONSA treasurer in advance of the convention. Must be submitted in advance of the convention to avoid additional on-site fees.
100% Hotel Room	Total amount including all taxes and fees. Double occupancy with another ONSA Board Member when feasible. Covered expenses do not include incidental charges like room service or pay per view movies.	Paid directly to the hotel by the designated ONSA representative (ie: the Treasurer or President)
50% of IRS Per Diem for meals	IRS per diem rates are specific to each city to allow for regional differences in food expenses	The pre-determined amount will be provided by the ONSA Treasurer to each board member in advance of the convention. The Per Diem reimbursement is designed to streamline the Treasurer's workload, thus a flat amount will be provided and receipts are not required for reimbursement.

Convention Expectations:

Any board member receiving funds toward convention must be present at all sessions of the House of Delegates and the Ohio Caucus. In addition, each board member is required to attend the workshops and/or sessions that are directly related to their office (i.e.: the BTN Chair should attend the BTN Workshop). Once the Board Member has received their advance, they are required to attend the convention in its entirety. If they do not attend the convention they **must return all funds** to the ONSA within 30 days of the close of the convention. If a Board Member can only attend a portion of the convention their reimbursement may be pro-rated at the discretion of the executive committee. If a board member attends the convention but does not fulfill their duties of office, the Board of Directors will decide at the next board meeting how much of the funds must be returned to the ONSA. The Board of Directors reserves the right to require a full reimbursement for board members that attended the convention but were grossly negligent in their duties.

II. NSNA Mid-Year Conference

The President and Treasurer are expected to attend the Mid-Year Convention and will be provided with full reimbursement for the following:

Covered Expense	Comments	Payment type
100% Transportation to and from the convention city	Total amount including all taxes and fees. Airfare must be Economy Class	Reimbursed in advance of convention with proof of purchase
100% Ground transportation to and from the airport	A reasonable effort must be made to select the most economical ground transportation possible. Board Members should utilize a shuttle service or taxi service if shuttle is not available.	Reimbursed after the convention with proof of purchase
100% Convention Registration	Convention only, no NCLEX review	Paid directly to the NSNA by the ONSA treasurer in advance of the convention. Must be submitted in advance of the convention to avoid additional on-site fees.
100% Hotel Room	Total amount including all taxes and fees. Double occupancy with another ONSA Board Member when feasible. Covered expenses do not include incidental charges like room service or pay per view movies.	Paid directly to the hotel by the designated ONSA representative (ie: the Treasurer or President)
IRS Per Diem for meals	IRS per diem rates are specific to each city to allow for regional differences in food expenses	The pre-determined amount will be provided by the ONSA Treasurer to each board member in advance of the convention. The Per Diem reimbursement is designed to streamline the Treasurer's workload, thus a flat amount will be provided and receipts are not required for reimbursement.

All other Board Members are encouraged, but not expected to attend and will be reimbursed for the following:

Covered Expense	Comments	Payment type
50% Transportation to and from the convention city	Total amount including all taxes and fees. Airfare must be Economy Class. Maximum reimbursement \$300.	Reimbursed in advance of convention with proof of purchase
50% Ground transportation to and from the airport	A reasonable effort must be made to select the most economical ground transportation possible. Board Members should utilize a shuttle service or taxi service if shuttle is not available.	Reimbursed after the convention with proof of purchase
100% Convention Registration	Convention only, no NCLEX review	Paid directly to the NSNA by the ONSA treasurer in advance of the convention. Must be submitted in advance of the convention to avoid additional on-site fees.
100% Hotel Room	Total amount including all taxes and fees. Double occupancy with another ONSA Board Member when feasible. Covered expenses do not include incidental charges like room service or pay per view movies.	Paid directly to the hotel by the designated ONSA representative (ie: the Treasurer or President)
50% of IRS Per Diem for meals	IRS per diem rates are specific to each city to allow for regional differences in food expenses	The pre-determined amount will be provided by the ONSA Treasurer to each board member in advance of the convention. The Per Deim reimbursement is designed to streamline the Treasurer's workload, thus a flat amount will be provided and receipts are not required for reimbursement.

Convention Expectations:

Any board member receiving funds toward convention must be present at convention at all times. In addition, each board member is required to attend the workshops and/or sessions that are directly related to their office (i.e.: the Treasurer should attend the Treasurer Certificate Workshop). Once the Board Member has received their advance, they are required to attend the convention in its entirety. If they do not attend the convention they must return all funds to the ONSA within 30 days of the close of the convention. If a Board Member can only attend a portion of the convention their reimbursement may be pro-rated at the discretion of the executive committee. If a board member attends the convention but does not fulfill their duties of office, the Board of Directors will decide at the next board meeting how much of the funds must be returned to the ONSA. The Board of Directors reserves the right to require a full reimbursement for board members that attended the convention but were grossly negligent in their duties.

III. Convention Planner

The ONSA convention planner required to attend either the midyear or annual convention. ONSA will sponsor the convention planner under the same guidelines as the president for one convention of the convention planner's choosing. The convention planner may attend both conventions, but only one convention will be reimbursed at the full rate.