



OHIO NURSING STUDENTS' ASSOCIATION

Make everyday count, choose nursing!

ONSA Conference and Convention Policy

ONSA has two major meetings per year, midyear conference (to be held in the spring) and annual convention (to be held in fall).

ONSA Mid-Year Conference and Annual Convention

All Board Members must be in attendance for the duration of both meetings, including the pre/post-meeting board meeting. During the annual convention, the former Board of Directors must attend the newly elected board's first business meeting, and pass off all information regarding their elected position. During the meeting, each board member must actively participate as agreed upon with the convention planning committee. All requests for excused absences must be brought to the President's attention five days prior to the meetings. In the case of extreme circumstances the President shall be notified as soon as possible.

Reimbursement for ONSA Meeting's

ONSA will reimburse Board Members for all expenses related to convention. The expenses covered will include hotel, travel, food, and any other approved expenses. To be reimbursed, all members must completely fill out the expense voucher and all receipts, as determined in this policy, must be turned in.

Covered Expense	Comments	Payment type
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. If there is a situation that comes up that there will have to be a single occupancy in a room it would go to the president.	Paid directly to the hotel by the designated ONSA representative (ie: the Treasurer or President)
IRS Per Diem for meals	Food will be reimbursed at the IRS per diem rate minus any meals provided during the convention. No alcohol is to be covered.	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.
Travel to Convention	Refer to travel policy	