



## **OHIO NURSING STUDENTS' ASSOCIATION**

**Make everyday count, choose nursing!**

### **Travel policy for meetings- approved February 2008**

Each person who must travel in excess of 60 miles for a meeting of the ONSA may be reimbursed for mileage. The mileage rate will only be applied for the miles accrued after 60 miles traveled. The rate for mileage will be set at \$.22 per mile. In order for the board of director member to be reimbursed a mapquest or other documentation supporting the mileage accrued must be submitted to the treasurer. In addition the form "Ohio Nursing Students Association Expense Voucher" must also be completed and submitted. Mileage will be reimbursed only at the meeting in which it has been traveled or the subsequent meeting. Extremely delayed expense reports for mileage, greater than two meetings, will need to be submitted to the board of directors and determined if reimbursement will be granted.