

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 of \$29.50 (breakdown is \$6 for breakfast, \$8 for lunch, and \$15.50 for dinner)

Mileage \$.485/mile

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 with 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.

Examples:

- a) Convention Committee Meetings and other business
- b) Travel to approved National and local meetings
- c) Travel by Elected Officers 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. These expenses should be covered by each chapter for their officers.

2. Expenses incurred over the approved budgeted amount.

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AUTOMATIC PAYMENTS

1. Executive Board Meetings
 - State Officers, all committee chairpersons and chapter officers (president and president-elect; 1 car/chapter): mileage
2. Executive Committee Meetings
 - All members will be paid for mileage
3. Executive Secretary
 - Association business: mileage
 - Annual convention and leadership training: registration and travel expenses
4. SNA Annual Convention
 - President, Past President and President-elect: registration (conference only), transportation, lodging and meals
5. ASFSA Leadership Conference
 - President-elect and incoming President-elect: registration, transportation, lodging , meals
6. MSNA Annual Convention
 - Four elected officers (President, President-elect, Secretary and Treasurer): registration and travel expenses not to exceed \$200 each)
7. MSNA Leadership Training Workshop
 - Four current officers (President, President-elect, Secretary and Treasurer), two incoming officers (President-elect, Secretary or Treasurer): registration and mileage
 - Executive board members and chapters (1 car/chapter): mileage
8. Legislative Action Conference
 - President, President-elect, Federal Legislative Chairperson: registration (conference only), transportation, lodging and meals

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