



## **POLICY #5**

Subject: ***Meeting Expense Reimbursement for ASPAN-Sponsored Conferences***

Written: 9/90

Revised 5/2002, 2/2006

Reviewed: 2/2009

Policy Statement: This policy is established to provide reimbursement to those individuals who incur expenses specific to ASPAN meetings.

Policy:

1. Prior to ASPAN meeting, those individuals being funded will be issued a check for the approved number of days per diem (\$80/day), and the approved number of night's hotel accommodations.

2. Airfare/mileage reimbursement will be provided prior to the meeting if documentation of expense is provided; otherwise, reimbursement will be provided upon receipt of expenses. Receipts are necessary for airfare and hotel accommodations, but not for per diem expense.

3. Disbursements are to be provided according to the following guidelines:

a. WISPAN President: Registration fee to ASPAN National Conference, airfare/mileage reimbursement, hotel accommodations at the posted conference rate for single occupancy, and \$80 per diem expense.

b. WISPAN President-elect or Immediate Past President: Registration fee to ASPAN National Conference, airfare/mileage reimbursement, and hotel accommodations at the posted conference rate for single occupancy, and \$80 per diem expense.

c. Two designated WISPAN representatives will receive all above expenses paid for attendance at the annual Component Development Institute. Expenses will be paid in the same manner as in 3a, b above.