

Operating Guidelines

The Georgia Association of School Nurses intends to pay reasonable and necessary travel expenses for authorized GASN representatives incurred on behalf of GASN. Representatives are naturally expected to be prudent with the organization's funds and cognizant of the non-profit status of this organization. The member is responsible for completing and submitting all expense reports in a timely manner. All receipts are subject to review. A reimbursement form needs to be completed and submitted to the treasurer in less than 60 days of the time the travel incurred. Submission of charges after 60 days will not be considered. All GASN members are expected to adhere to these guidelines when traveling or meeting on official GASN business as directed by the Board of Directors.

Travel

- The organization will reimburse (at the approved compensation set by the State) for car travel to meetings of the Board or when representing GASN at other official business of GASN, providing the total does not exceed coach airfare.
- Round trip Coach/economy airfare will be considered when more economical than travel by personal car. Only coach/ economy travel will be considered.
- Ground transportation to and from the hotel or meeting site will be reimbursed when necessary receipts are presented. Shuttle/courtesy modes of transportation shall be utilized when available.
- All modes of transportation except a personal car must be substantiated by a written receipt. Parking fees or highway tolls will be compensated with the necessary receipts.
- Copies/scans of receipts is acceptable.

Meals

- Meals will be compensated for Board Members who attend Board Meetings (including State/National conferences) or other official business of GASN. Meals will be reimbursed at the per diem rates set by www.gsa.gov or by receipt total whichever is less.

Receipts will be required for all meals submitted for compensation from the organization.

- Meals will be compensated during travel to and from conference or other official business of the organization at 75% of per diem rate as set by www.gsa.gov or by receipt total whichever is less.
- If meals are being provided during a meeting time, compensation will not be considered.
- Meals compensated by another agency will not be compensated for by GASN.
- Alcoholic Beverages are not reimbursable.

Rooms and Accommodations

- At the National School Nurse Association Conference (**NASN**) the room allowance for President and State Director will be compensated at the official conference rate based on double occupancy. The GASN President and/or State Director may be allowed a private room if requested; that request will be honored by GASN and will be compensated at the official conference rate.
- For the Georgia School Nurse Association Conference (**GASN**) the room allowance for all Board Members (President, President-elect, Secretary, Treasurer and State Director) will be compensated at the official conference rate based on double occupancy. Board Members shall use comp rooms when available. All Board members may be allowed a private room if requested and will be compensated at the official conference rate. The Past-President, while not a Board member, will also be compensated for a room at the GASN conference. Should the Past-president request a private room, that request will be honored. The GASN conference committee chair(s) up to two (2) chairpersons, will also be compensated for rooms at the GASN conference. Should the committee chair(s) request a private room, that request will be honored by GASN and they will be compensated at the official conference rate.
- For all other travel, members will be reimbursed at the rate set at www.gsa.gov, or by receipts whichever is less.
- All Board members are required to turn in receipts for all lodging expenses.

- Rooms and Accommodations compensated by another agency will not be compensated for by GASN.
- Additional hotel amenities will be considered with approval of GASN President (or designee).

Gratuities

- Gratuities (tips) will be considered for a maximum of \$5 per travel day.

Communications – Phone

- Legitimate phone calls should be made in the most cost-efficient way possible. Reimbursement will be considered for legitimate cost-efficient calls. Receipts need to be submitted for any charges to be considered. Conference calling (Board conferencing) will only be made with approval of the President.

Auditing of Books

- Books will be audited for a fiscal year running from July 1-June 30.
- An audit will be conducted by the Treasurer and an impartial party (non-Board member of GASN, non-relative) and signed off yearly.
- A copy of the audit by the accountant, to include the accountant's name and address, will be kept on file by the treasurer.
- Records will be kept for 7 years running and may be scanned and kept electronically.
- If necessary, tax forms will be filed with the IRS.

Contracts

- All contracts must have approval of the Board of GASN before being signed by the designated member. This approval may be done by way of email, phone, etc.

Endorsements

- No endorsement can be given on behalf of GASN without the approval of the Executive Board.

Entertainment and Business

- Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the President (or designee) of GASN and qualify as tax deductible expenses.
- Detailed documentation for any such expense must be provided, including date and place of entertainment, Nature of expense, names, titles and corporate affiliation of those entertained, a complete description of the business purpose for the activity, including the specific business matter discussed vendor receipts (not credit card receipts or statements) showing the Vendors name, description of the services provided, the date, and the total expenses, including tips if applicable

Office Supplies/Miscellaneous Expenses

- Office supplies or expenses that are incurred for business purposes for GASN shall be reimbursed by original receipt.
- A laptop shall be purchased and maintained by GASN. This laptop shall be in the care of the web manager and used solely for GASN purposes.

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Revised/approved