

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: H-4 Page: 1 of 1 Effective Date: 6/88 Revision Date: 5/90, 3/97, 10/99, 5/01, 10/08, 4/10, 11/12 Review Date: 2/02, 10/06, 10/08, 4/10, 10/10, 11/12, 5/15
Subject: Travel to Regional Societies	
Review Responsibility: Director of Regional Societies	

Policy Statement:

SGNA Directors, SGNA Officers or Divisional Coordinators may visit Regional Societies periodically when financially feasible.

Focus:

Primary: SGNA Director of Regional Societies
Secondary: Regional Societies

Purpose:

To clarify the procedure for travel by SGNA leaders to a scheduled Regional Society meeting if determined necessary.

Supportive Data:

SGNA actively promotes and supports its Regional Societies; monitors member/non-member needs and provides incentives to promote membership. In order to provide a direct networking/communication opportunity to Regional Society members and non-members; to promote membership; and to provide assistance to those Regional Societies in need of organizational support.

Procedure:

1. Funds may be allocated in the SGNA budget for promotional and assistance type travel. The Director of Regional Societies during the budgeting process must submit the proposed budget, when possible.
 - 1.1 SGNA will fund travel expenses, which will be reimbursed according to SGNA reimbursement policy D-4.
 - 1.2 The Regional Society will be encouraged to provide lodging and meals for the visiting SGNA representative; however, SGNA will provide travel cost reimbursement if necessary.
 - 1.3 All travel must be authorized by the Director of Regional Societies and should be budgeted.
2. A designated leader of SGNA may visit a Regional Society during a regularly scheduled meeting of the society.
 - 2.1 The Board member or Divisional Coordinator in closest proximity to the Regional

Society will make the promotional visit.