

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: D-3 Page: 1 of 1 Effective Date: 09/85 Revision Date: 07/93, 5/97, 2/08, 10/10, 11/12, 11/18 Review Date: 10/99, 2/02, 10/06, 10/08, 10/10, 11/12, 2/15, 11/20
Subject: Reimbursement Eligibility	
Review Responsibility: Budget, Finance and Audit Committee	

Policy Statement:

The Board of Directors may provide for the reimbursement of any director, officer or member for reasonable expenses incurred...carrying out any appropriate business of the Society.

Focus:

SGNA Board of Directors, Journal Editor and Associate Editor, Committee Chairs and Members

Purpose:

To define eligibility for funding by SGNA and guidelines for reimbursement of expenses incurred on behalf of SGNA.

Procedure:

1. SGNA Board members and the Journal Editor will be funded to attend all SGNA Board meetings, and the annual education course during their term in office.
 - 1.1 Specific guidelines for funding and reimbursement are outlined in policy D-4.
2. Committee chairs, committee members and guests invited to attend Board meetings by the SGNA President may be funded.
3. Committee chairs and members may be reimbursed for expenses associated with their respective committee meetings as determined through the Society's annual budget process.
4. The Society will reimburse expenses incurred by any SGNA member expressly related to Society business, given that such activity has been at the request of the Board of Directors.
5. Questions about eligibility for funding/reimbursement should be directed to the Treasurer. If a dispute arises regarding reimbursement, the issue will be brought to the Executive Committee for decision.