

Section III Policy and Procedures

Financial Guidelines of School Nutrition Association of Utah

In State Travel and Reimbursement

1. The following trips are automatically approved for mileage reimbursement when the total mileage for a single round trip exceeds thirty (30) miles: Executive Board Meetings, Conference Planning Committee meetings, approved Board Member travel to the airport for ANC or LAC and Area Meetings, and SNAU sponsored promotion booths (USBA/PTA).
2. The individual responsible for planning a meeting location should make arrangements for location that will incur the least amount of travel expense to the association.
3. All other mileage claims must be presented to the board for approval during regularly scheduled meeting.
4. Carpooling is recommended when possible.
5. Mileage will be paid at the rate of 56 cents per mile. Rates will be reviewed annually.
6. Mileage to Summer Conference is the responsibility of the member and will not be reimbursed.
7. Mileage will be paid as reported by member or as listed in Map Quest, whichever is less.
8. Rooms will be reimbursed at the 1) state rate or 2) up to \$150.00 if state rates are not available. Rooms will be reimbursed if the meeting time and travel time to and from the meeting exceed eight (8) hours. If a member qualifies for a room reimbursement, they would also be eligible to claim meals up to \$35.00 with submission of receipts.

Out of State Travel and Reimbursement

1. Those members who are approved to attend Leadership, ANC, and LAC meetings will be reimbursed as follows: SNA of Utah will pay airfare including 1 standard size luggage fee, mileage to airport, parking fees at airport if incurred, per diem of \$50.00 per day (meals, taxis, bus fares and incidentals), plus actual cost of hotel room. Double occupancy is optional. Family members or guest must pay for own expenses.
2. Other out of state travel must have prior Executive Board approval.

Request for Reimbursements

1. Must be accompanied by a receipt and explanation of purpose for the expenditure.
2. Must be submitted within 60 days from the date of the expenditure.
3. All request for reimbursement are subject to review and question by the Executive Board
4. Members are responsible to get receipts for charges made to the SNAU credit cards and submit them to the treasurer to be attached to the credit card bill.

1 Updated May 22, 2019