

Appendix 3

SCHOOL NUTRITION ASSOCIATION OF VIRGINIA

REIMBURSEMENT GUIDELINES

IMPORTANT!

- **ALL** expense vouchers must be approved and signed by the President before sending to the Treasurer for reimbursement.
- **MILEAGE REIMBURSEMENT** will be paid at the current government rate.
- **MEAL REIMBURSEMENT:** Meals included in meeting registration fees should not be claimed for meal reimbursement. *Government* per diem rates for breakfast, lunch, and dinner (visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>) will apply unless a meal is provided as part of a specified activity. Document given per diem rate per meal for the destination city on the Reimbursement Form. Receipts for per diem meal reimbursements are not required.
- **ADVANCE REIMBURSEMENT:** If funds are requested in advance of travel or an event, submit Reimbursement Form to Treasurer and Executive Director 30 days before the funds are needed with required amount. Upon approval, funds will be distributed to the requester before the event. After the event, submit an expense form to Treasurer and Executive Director documenting all expenses, and submit *all* receipts, including those for per diem meals. Return any unspent advanced monies.
- **REIMBURSEMENT RECIPIENTS:** Reimbursement payments from SNA-VA may only be issued to eligible individuals. School districts or other entities that pay expenses on behalf of members are not eligible to receive reimbursement payments.

LODGING REIMBURSEMENT: Going Rate – **MUST** attach receipt and have a roommate whenever possible.

Please explain if you are claiming items for someone traveling with you. Attach paid receipts for any items you are claiming.

EXPENSE GUIDELINES FOR EXECUTIVE BOARD MEMBERS

1. Submission and Approval

- **Reimbursement Timeline:** Requests for reimbursement must be submitted within 45 days after the event. Requests must be received by the President, Executive Director, and Treasurer.
- **Approval Process:** All reimbursements require approval from the Treasurer. Exceptions to these policies require prior approval from the Finance Committee.

2. Eligible Reimbursements

- **Covered by SNA-VA:** Mileage/lodging WILL be covered for attendance at meetings/events specifically requested by SNA-VA including:
 - Leadership Retreat
 - Day on the Hill
 - Other special meetings/functions
- **NOT Covered by SNA-VA** - Mileage/parking/lodging WILL NOT be covered for attendance to events in which the member would also attend in their capacity as a School Nutrition Professional including:
 - State Conference and combined Board Meeting
 - Supervisor/Industry Conference and combined Board Meeting

- Mileage/parking to/from the airport for National Conferences
- **Carpooling:** Members are encouraged to carpool whenever possible.
- **Hotel Accommodations:** The expense of a room at the designated hotel will be reimbursed up to 50% for each board member (100% for Executive Team). Members are encouraged to share accommodations.
 - Overnight accommodations will not be paid for if a board member can leave home at 7:00 a.m. and arrive at the meeting on time.
- **Combined Meetings and Conferences:** Travel for board members attending both board meetings and conferences will not be covered, but lodging and meals, when necessary, will be reimbursed.
- **Communication Costs:** Reasonable telephone calls for SNA-VA business are reimbursable with an accompanying bill.

3. Executive Team

- **Travel expenses covered by SNA-VA:** Flight, taxis, lodging, and meal per diem at the rate of 100% (exception LAC) WILL be covered for members of the Executive Team (President, President-elect, Vice President, Treasurer) at the following:
 - State Conference
 - Supervisor/Industry Conference
 - Day on the Hill (if applicable)
 - Leadership Retreat
 - SNA National Leadership Conference
 - SNA Annual Conference
 - SNA Legislative Action Conference (lodging will be covered at the rate of 50%).
- **Mileage/parking expenses covered by SNA-VA:**
 - Leadership Retreat
 - Day on the Hill
 - Other special meetings/functions.
- **Mileage/parking NOT be covered by SNA-VA:**
 - State Conference
 - Supervisor/Industry Conference
 - Mileage/airport parking for National Conference attendance.

4. Additional Guidelines

- **Copying, Printing, Typing, Phone Calls:** When these expenses are incurred, the work should be forwarded to the Executive Director. Reasonable telephone calls are reimbursable with an accompanying bill for SNA-VA business.
- **Attendance Requirement:** Anyone receiving reimbursement with SNA-VA funds is expected to attend all sessions.
- **Non-Board Member Attendance:** Present members of the Executive Board will be reimbursed for expenses under the above guidelines. Anyone else attending does so at their own expense.
- **Exceptional Cases:** Exceptions to the above guidelines will be addressed on an individual basis by the Finance Committee, prior to travel.

5. Executive Director

- All travel, lodging, and meals associated with attendance at SNA-VA events shall be covered at the rate of 100%.



School Nutrition Association of Virginia

Expense Reimbursement Report

Name: _____ Date: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Office or Committee: _____
 Meeting or Activity: _____ Budget Line: _____

Days of Event Include Dates	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Totals
Miles Driven								
Reimbursement (miles x current federal rate)								
Parking and Tolls								
Auto Rental								
Taxi / Limo (include tips)								
Other (Rail or Bus)								
Airfare (include baggage fees)								
Transportation Subtotal								
Lodging								
Tips and Baggage								
Lodging Subtotal								
Breakfast								
Lunch								
Dinner								
Meals Subtotal								
Supplies / Equipment								
Phone, Fax								
Other								
Other								
Other								
Supplies Subtotal								
Daily Grand Totals								
Comments	SUMMARY							
	TOTAL EXPENSES							
	LESS CASH ADVANCE							
	NET AMOUNT DUE							

Instructions:

- Scan and attach receipts.
- Scan and email all documents to President for approval
- After approval, the President will submit to Treasurer for processing.
- The check will be mailed to the address listed above unless a Third Party Payment is indicated.
- Keep original receipts and report for your files.

Third Party Payment (if applicable)	
Name:	_____
Address:	_____ _____ _____

Signature of Person Completing Report Date

Signature of SNA-VA President Date

For Treasurer's Use Only:			
Date of Payment _____	Amount _____	Check No. _____	Treasurer's Initials _____