**MOENA EXPENSE REIMBURSEMENT POLICY**

* To standardize the procedure for reimbursement of expenses for MOENA, including the Executive board, Committee Chairs, and members of the State Council.
* To assist in the maintenance of accurate financial records.
* To provide a standardized form for the members to use for reimbursement from the State Council Treasurer.

**Procedure:**

1. **General Rules**
	1. All expenses to be paid by MOENA shall be turned in to the state treasurer with a receipt within a 30 day period after the expense is incurred or the reimbursement may be forfeited.
		1. Expenses related to committee work must be approved by the committee chairperson prior to submission to the state treasurer and submitted by the chairperson to the state treasurer.
	2. Any monthly recurring expense may be submitted quarterly for reimbursement and the 30 day deadline will not apply as long as prior authorization has been received by the treasurer.
	3. Any checks not cashed within 90 days from the time issued will be subject to denial of payment.
	4. Requests for replacement checks will be at the discretion of the executive council.
2. **Delegate reimbursement**
	1. All delegates and alternate delegates to the ENA General Assembly are entitled to reimbursement for expenses incurred for attending the General Assembly, Annual Conference, and the associated National ENA board meeting up to the amount budgeted by MOENA. All delegates and alternates must declare to the treasurer if they are receiving funds from any other sources for General Assembly attendance.
		1. If receiving monies from other sources (i.e. your hospital, grants, or any other money that is not from you personally or MOENA), members may not apply for reimbursement to MOENA for any expenses those monies pay for.
		2. If a member receives new or unanticipated funds from an outside source after submitting their expenses to MOENA, then they must submit a modified reimbursement request. If a member receives such funds after being reimbursed by MOENA then they must reimburse MOENA for the difference.
	2. MOENA monies may be used for travel expenses and hotel accommodations.
	3. Delegates may also apply for per diem reimbursement of $75.00 per day to accommodate other expenses such as food, taxi/shuttles, or other expenses related to attending the General Assembly.
		1. As an alternative to choosing the per diem reimbursements, members may submit receipts for these individual expenses, including no more than $50.00 per day for food expenses, excluding alcoholic beverages.
	4. All reimbursement monies from MOENA (other than per diem expenses) MUST be supported by the submission of individual itemized receipts (i.e. if from a restaurant it must have all items listed, not just the total amount).
3. **State and Chapter Leader Orientation**
	1. The State Council will financially support the President, President-Elect, Treasurer, and Secretary to the Annual State and Chapter Leadership Orientation. The Treasurer-elect will be included in attendance if funds allow. The State Council delegates will determine the amount of financial support annually.