

**Overview:** To support the ONS Hawaii Chapter advocacy chairperson or other board member with costs associated with attending the ONS Capitol Hill Days Event. Reimbursement is tentative and subject to change based on funding availability.

**Funding:** Funding will be provided to cover event registration fees, airfare, ground transportation and meals that are not covered by ONS National. Funding will be provided for the board member only, additional individuals (e.g., spouse, children, friends, etc.) are not covered.

**Eligibility:** The recipient must:

1. Be an elected board member serving a current term
2. Have received notification of acceptance to event

**Instructions:** Notify the board of intent to attend Capitol Hill Days Event.

Submit the following documents via email to [info@onshawaii.com](mailto:info@onshawaii.com) within 30 days after the event:

- a. Itemized receipts for each expense. Bank or credit card statements will not be accepted
- b. Completed Reimbursement Form with each expense listed

Failure to provide required documentation may result in delay or forfeiture of reimbursement.

### Frequently Asked Questions (FAQs)

**Q:** Do I need to submit a conference scholarship application or similar to receive board approval?

**A:** No, a conference scholarship application is not needed. However, board member must notify the board of their intent to attend the event. Funding for this event is separate from conference scholarships and does not require majority approval from the board. However, reimbursement is subject to funding availability.

**Q:** Am I allowed to bring a family member or friend with me to the event?

**A:** Yes, but any expenses they incur, such as airfare and meals, will not be reimbursed. It is recommend to obtain separate receipts for all costs incurred by the board member to ensure accurate reimbursement.

**Q:** ONS National is offering to pay for my flight and hotel. Can I also get reimbursed by the Hawaii chapter?

**A:** No. ONS Hawaii Chapter funding is only for eligible expenses that are not covered by ONS National.

**For all other inquiries or further clarification, please contact [info@onshawaii.com](mailto:info@onshawaii.com).**

## Reimbursement Details

**Event registration fees:** ONS Hawaii Chapter will cover the cost of event registration if not covered by ONS national. Provide a copy of event registration receipt.

**Airfare:** Board member is responsible for booking their own flight and will be reimbursed for one round-trip, coach, economy class ticket upon completion of the trip. Additional costs incurred by upgrades to premium cabins are not eligible for reimbursement. Any side-trips or extended length of stay for personal/leisure time will not be covered. A flight confirmation and receipt showing proof of payment must be submitted.

**Lodging:** Board member should make every effort to request covered lodging by ONS National. It is recommended to request lodging for the night before and the night of the event. For example, if the event takes place on September 15<sup>th</sup>, lodging should cover a stay from September 14<sup>th</sup> to September 16<sup>th</sup>. If additional lodging is needed, this will be reviewed by the board and awarded on a case-by-case basis depending on availability of chapter funds.

Personal expenses such as room service, movie rental, spa charges, mini-bar will not be covered.

**Meals and Incidentals:** Itemized receipts are required for each meal to be covered. The receipt should cover only the meal of the person submitting the reimbursement form. Alcohol is not eligible for reimbursement. If board member shares meals with other individuals, it is recommended to confirm with the restaurant or eatery that an individual receipt can be provided. Failure to provide an itemized receipt may result in forfeiture of funds related to that expense.

Receipts are required for other incidentals such as ground transportation, gratuities, baggage fees, airport parking, travel insurance, etc.

**Disbursement:** Please allow up to ten (10) business days to receive payment. Failure to provide requested information (e.g., itemized receipts for meals) may result in a delay or even forfeiture of funds.