



**NEVADA ASSOCIATION OF SKILLSUSA  
BOARD POLICY**

<b>SECTION</b>	PROGRAM					<b>POLICY NUMBER</b>
<b>SUBJECT</b>	STATE OFFICERS					<b>241</b>
<b>TITLE</b>	TRAVEL REIMBURSEMENT					
<b>EFFECTIVE</b>	3/97	<b>REVIEWED</b>	00/00/0000	<b>REVISED</b>	11/07	

State officers will be reimbursed for travel expenses as follows:

1. The Association will purchase plane tickets and/or provide other travel arrangements to ensure the state officers' full participation. Whenever possible, travel to and from meeting locations will be paid by local chapters.
2. Lodging expenses will be either paid for in advance by the Association, or state officers/local chapters will be reimbursed after the meeting takes place. Reimbursement for lodging expenses that exceed existing state rates must have prior approval by the state director.
3. Meals will be prepaid or reimbursed as follows:

BREAKFAST	\$7.00
LUNCH	\$7.00
DINNER	\$15.00



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Participants are eligible for meal prepayment/reimbursement only for those meals that are not part of a meeting program or paid for by the Association or another entity.

4. Meal expenses will be prepaid/reimbursed based on the following travel status time frames:

MEAL	ENTER TRAVEL STATUS	END TRAVEL STATUS
BREAKFAST	BEFORE 6:00 A.M.	AFTER 8:00 A.M.
LUNCH	BEFORE 11:30 A.M.	AFTER 1:00 P.M.
DINNER	BEFORE 5:00 P.M.	AFTER 7:00 P.M.