

**5/2/2019**

**SNAU Policy and Procedures- Financial Guidelines of the School Nutrition Association of Utah – Out of State Travel and Reimbursement Proposed Amendment**

**Current**

1. Those member 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 options. Family member or guest must pay for own expenses.

**Proposed**

1. Those member 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, incidentals, tips), plus actual cost of hotel room. Transportation will be reimbursed upon receipt submission. Double occupancy is options. Family member or guest must pay for own expenses.

**Rational**

In order to bring SNAU travel expense policy up to date with real costs of travel and to discourage out-of-pocket expense for volunteer service, it is proposed the Policy and Procedures Section III - Financial Guidelines of the School Nutrition Association of Utah – Out of State Travel and Reimbursement be changed from current policy to proposed policy as outlined above.