

## OREGON NURSES ASSOCIATION

Subject	<b>ANA and/or National Labor Affiliate Delegate Funding</b>
Section	Financial Policies/Budget
Date Approved	December 1992, June 2006; June 2007, December 2008; December 2011; October 2014; June 2015
Effective Date	December 1992, June 2006; June 2007, December 2008; December 2011; October 2014; June 2015
Reviewed Date	September 1995, February 1999, June 2006; June 2007, December 2008; August 2011; September 2014; June 2015
Revision Date	September 1995, February 1999, June 2007, December 2008; August 2011; September 2014; June 2015

### **POLICY:**

ONA shall allocate funds to each delegate or elected observers for ANA who attends the convention or Membership Assembly.

### **INTENT:**

To alleviate the financial hardship of the delegates and observers attending the Convention or Membership Assembly.

### **PROCEDURE:**

1. All delegates and observers will be allocated funds from the General Fund to help with their expenses.
2. Delegates will be allocated \$ 275.00 per day and up to \$ 700.00 for airfare. The total compensation amount will be determined by the Board of Directors each year at the first winter Board of Directors meeting and will be based on the number of required attendance days. The "per day" rate will be reviewed annually for appropriateness of the reimbursement. The delegate will be reimbursed for up to \$1000.00 toward their expenses at the delegate meeting.
3. Unless receipts for all allocated funds are submitted by the delegates prior to December 31, in the year of the convention or Membership Assembly, a federal tax form 1099 will be sent to the IRS by ONA.
4. A delegate or observer may request in writing for immediate reimbursement for airfare up to the approved amount. A receipt must be submitted with the ONA reimbursement form.
5. All delegates will receive the same amount of money from the ONA General Fund if the responsibilities of delegates and observers are met.
6. Appeals for exception to this policy must be made to the Finance Committee at least sixty (60) days prior to the scheduled beginning date of the convention(s) or Membership Assembly.