

## OREGON NURSES ASSOCIATION

Subject	<b>ANA Delegate Funding; Compensation Repayment</b>
Section	ANA
Date Approved	September 1998; June 2013
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**POLICY:**

If a delegate has a personal or family emergency, which precludes attendance at the ANA convention, the delegate will be expected to refund any compensation received from ONA.

**INTENT:**

To provide an equitable ONA cancellation policy for ANA delegates.

**PROCEDURE:**

1. If a delegate cannot fulfill his/her duty, he/she must immediately contact the ONA President, and the Associate Director of Operations at ONA.
2. The delegate who cannot attend is responsible for contacting his/her roommate so the attending delegate can make alternate arrangements to avoid excessive room charges.
3. Attempts to obtain refunds for airfare and/or other travel costs are the responsibility of the delegate. It is recommended that the delegate purchase travel insurance.
4. All funds will be returned to ONA within ninety (90) days.