

**Section: Funding & Budget**

**Number: 200.1**

**Subject: SCAPAN Funding  
National Conference  
State Conference  
ASPAN Leadership Conference**

**Revised July 2007**

---

**Purpose:**

1. SCAPAN will fund, as monies allow, the following costs for the 2 RA members:
  - a. Conference Fee
  - b. Five nights hotel lodging based on the lowest available shared room cost
  - c. Air-fare at the economy or least expensive fare
2. If a funded member accepts monies from another source (hospital, district, etc) SCAPAN will require reimbursement of monies provided to the member to the treasurer within 14 days.
3. ALL funds that are not used for the stated purpose will require reimbursement to the SCAPAN treasure within 14 days.
4. Monies may be advanced with the approval of the President and Treasurer. An expense reimbursement form for projected costs must be submitted in advance

**SCAPAN Annual Conference:**

1. Seminar Planning Committee members shall have their conference fees waived
2. Current BOD members shall pay one-half the advertised conference price

**SCAPAN BOD Meetings:**

1. BOD and Executive Committee members will not receive compensation for attendance at scheduled BOD meetings
2. For emergency meetings with a distance of greater than 100 miles travel expense of current IRS allowance may be approved by the President with approval of the BOD.
3. BOD meetings refreshments will be provided by SCAPAN BOD members from the hosting component. Reimbursement of up to \$ 75 will be paid to the hosting component. Alternate arrangements may also be made prior to the meeting, (e.g. each BOD member bring a food item to share, with the hosting component supplying beverages and paper goods.)

**ASPAN Leadership Conference**

1. ASPAN will pay registration fees for 2 component leaders from the BOD to attend the Leadership Conference held annually.
2. SCAPAN will fund, as monies allow, a stipend to off-set the cost of lodging and travel. This amount will be determined by the BOD and included in the annual budget.

Original – unknown

Last revision July 2007

