

# **TRAVEL/EXPENSE POLICY OREGON HOSA STATE OFFICER**

**Officer candidates should read the Travel/Expense Policy carefully. This form must be signed by the officer candidate and his/her parent/guardian and returned to the State Officer Advisor.**

- Oregon HOSA officers must dress in official HOSA uniform when representing HOSA at all meetings.
- All state officer travel and other expenditures pertaining to Oregon HOSA must be approved by the Program Coordinator prior to occurrence. Expenditures will be based on the budget for the year.
- Any region/chapter requesting a State Officer to visit their school/region for any reason will assume responsibility and expenses for the officer's travel.
- After election, the state officer's Leadership Training, Executive Council meeting and conference expenses (meals, lodging, and travel) will be partially or completely assumed by Oregon HOSA as specified in the budget for that year. The state officer will be notified in advance of these amounts.
- Officers must submit receipts and a completed reimbursement form within two weeks after the event in order to receive reimbursement. **Meals and lodging will not be reimbursed without receipt.**
- Oregon HOSA, National HOSA, and employees thereof cannot be held responsible for injuries to an officer when traveling on HOSA business.
- **It is the officer's responsibility to secure his/her transportation to and from required meetings.** Officers are reimbursed for mileage at \$.20 per mile for one round trip per required meeting. Officers may choose alternate forms of transportation with prior approval by the Program Coordinator, provided the cost does not exceed 10% above the anticipated mileage cost.
- HOSA officers are expected to participate in all state officer activities. It is the officer's responsibility to obtain the appropriate completed permission forms from parent/guardian, HOSA advisor, and principal to attend officer meetings and other functions.

**I have read and understand the above Oregon HOSA Travel/Expense Policies.**

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**Candidate Signature**

**Date**

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**Parent/Guardian Signature**

**Date**