



SC HOSA State Officer Travel POLICY

- ▶ The Board of Directors must approve all expenditure including travel for state officers. Approvals will be based on the SC HOSA’s current budget for the year.
- ▶ Any chapter requesting a state officer to visit their school for any reason will assume responsibility and expenses for the officer’s travel or SC HOSA will reimburse these expenses.
- ▶ Travel expenses to the annual International HOSA leadership conference will be the responsibility of the state officer or the local chapter. Travel expenses may be partially assumed by SC HOSA, Inc., as specified in the budget for that year. The state officer will be notified in advanced of the expenses SC HOSA, Inc. will assume.
- ▶ Officers must submit receipts and a completed reimbursement form from approved travel within two weeks after the event in order to receive reimbursement. Meals and lodging will not be reimbursed without receipt.
- ▶ SC HOSA, International HOSA, and employees thereof cannot be held responsible for injuries to an officer when traveling on SC HOSA business. Therefore, state officers should maintain current health insurance coverage and an up-to-date medical release form.
- ▶ It is the officer’s responsibility to secure his/her transportation to and from required meetings. Officers are reimbursed for mileage at the current [GSA mileage rate](#) for one round trip per required meeting.
- ▶ When using air transportation, it will be the officer’s responsibility to secure their transportation to and from the airport. When possible, upon reaching the destination airport, SC HOSA will arrange transfers.

I have read and understand the above South Carolina HOSA Travel Policies.

Candidate Signature: _____

Parent Signature: _____

Advisor Signature: _____