



# SC HOSA State Officer Travel Requirements

The Board of Directors prior to occurrence must approve all state officer travel and other expenditures pertaining to SC HOSA. Expenditures will be based on the SC HOSA budget for the year.

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 meeting.

<b>Fall Leadership Conference</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for registration.</li> <li>• 1 night lodging</li> <li>• Evening meal</li> <li>• Mileage</li> </ul> (Officer is responsible for any other expenses)
<b>State Leadership Conference</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for registration.</li> <li>• 3-night lodging</li> <li>• 3 group meals</li> <li>• Milage as needed</li> </ul> (Officer is responsible for any other expenses, including transportation)
<b>International Leadership Conference</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for registration.</li> <li>• State officer University fee</li> <li>• 2 nights lodging</li> </ul> (Officer is responsible for any other expenses, including transportation)
<b>2 Officer Meetings at: Location TBD</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for mileage reimbursement</li> </ul>
<b>Summer Planning meeting with Board Members</b>	*	<ul style="list-style-type: none"> <li>• HOSA will pay for               <ul style="list-style-type: none"> <li>• Mileage</li> <li>• Lunch</li> </ul> </li> </ul>
<b>Fall Planning meeting with Board Members</b>	*	<ul style="list-style-type: none"> <li>• HOSA will pay for               <ul style="list-style-type: none"> <li>• Mileage</li> <li>• Lunch</li> </ul> </li> </ul>
<b>Washington Leadership Academy</b>	*	<ul style="list-style-type: none"> <li>• HOSA currently pays for registration</li> <li>• Air Transportation</li> <li>• 2 Meals (all other meals are included in registration)</li> <li>• Lodging</li> <li>• 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.</li> </ul>

Required Attendance ✓

Strongly Recommended \*

Candidate Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_