



# 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 their transportation to and from required meetings. Officers are \*\*reimbursed for mileage at the current [GSA mileage rate](#) for one round-trip per meeting.

All flights for ILC and WLA will depart from CAE (Columbia Metropolitan Airport) unless otherwise specified by the SC HOSA State Officer Coaches.

<p><b>State Officer Training Columbia, SC April 25, 2026</b></p>	✓	<p>HOSA <i>currently</i> pays for:</p> <ul style="list-style-type: none"> <li>● Team lunch</li> <li>● **Reimbursement of mileage as needed</li> </ul> <p>(Mileage will be calculated from home address to/from meeting location)</p>
<p><b>International Leadership Conference Indianapolis, IN June 15-21, 2026</b></p>	✓	<p>HOSA <i>currently</i> pays for:</p> <ul style="list-style-type: none"> <li>● Registration</li> <li>● Air Transportation</li> <li>● State Officer University 301 registration fee</li> <li>● 6 nights lodging</li> <li>● One team meal per day</li> </ul> <p>When using air transportation, it is the officer's responsibility to secure their own transportation to and from the designated airport. SC HOSA will <i>not</i> reimburse mileage for transportation between the officer's home and the designated airport.</p>
<p><b>Summer Planning Meeting with Board Members SC Dept of Education, Columbia, SC July 14, 2026</b></p>	✓	<p>HOSA <i>currently</i> pays for:</p> <ul style="list-style-type: none"> <li>● Lunch</li> <li>● **Reimbursement of mileage as needed</li> </ul> <p>(Mileage will be calculated from home address to/from meeting location)</p>
<p><b>Washington Leadership Academy Washington, DC September 2026 Date TBD</b></p>	✓	<p>HOSA <i>currently</i> pays for registration</p> <ul style="list-style-type: none"> <li>● Registration</li> <li>● Air Transportation</li> <li>● 2 Meals (all other meals are included in registration)</li> <li>● Lodging</li> </ul> <p>When using air transportation, it is the officer's responsibility to secure their own transportation to and from the designated airport. SC HOSA will <i>not</i> reimburse mileage for transportation between the officer's home and the designated airport.</p> <p><b>Officers are responsible for \$100 non-refundable deposit</b></p>
<p><b>Fall Leadership Conference Newberry College October 2026 Date TBD</b></p>	✓	<p>HOSA <i>currently</i> pays for:</p> <ul style="list-style-type: none"> <li>● Registration</li> <li>● 1-night lodging</li> <li>● Wednesday evening meal with Executive Team</li> <li>● **Reimbursement of mileage as needed             <ul style="list-style-type: none"> <li>○ Mileage will be calculated from home address to/from meeting location</li> <li>○ Officer is responsible for any other expenses and transportation</li> </ul> </li> </ul>

**Continued on the next page. You MUST upload both pages with your application**



# SC HOSA STATE OFFICER TRAVEL REQUIREMENTS

<b>State Leadership Conference March 17-19, 2027</b>	✓	HOSA <i>currently</i> pays for: <ul style="list-style-type: none"> <li>● Registration</li> <li>● 3-night lodging</li> <li>● Most meals at the conference</li> <li>● **Reimbursement of mileage as needed.             <ul style="list-style-type: none"> <li>○ Mileage will be calculated from home address to/from meeting location</li> <li>○ Officer is responsible for any other expenses, including transportation</li> </ul> </li> </ul>
<b>Local Chapter Recruitment</b>	*	HOSA will pay for: <ul style="list-style-type: none"> <li>● **Reimbursement of mileage as needed</li> <li>● Lunch (if engaged in HOSA duties for four or more hours)</li> </ul>

Required Attendance ✓

Strongly Recommended \*

\*\*Reimbursement of mileage is applicable for officers traveling greater than 30 round-trip miles.

Candidate Signature	Printed Candidate Name	Date
Parent or Guardian Signature(s)	Printed Parent or Guardian Name(s)	Date
Advisor Signature	Printed Advisor Name	Date

**NO ELECTRONIC SIGNATURES WILL BE ACCEPTED**