

Policy on mileage reimbursement by SCENA

The intent of this policy is to reimburse mileage to SCENA members who drive over 25 miles to an in person state meeting.

1. Those to be reimbursed
 - a. State Executive Board Members
 - b. One member from each chapter who is attending in order to represent their chapter
2. How will members be reimbursed
 - a. Members must submit mileage (with google map verifying mileage) on the SCENA reimbursement form to the treasurer within 2 weeks of meeting to reimbursement@sc-ena.org or mail to 1566 Harborsun Dr. Charleston SC 29412
 - b. Mileage will be calculated at the current Federal rate per the IRS
3. When more than one person will be traveling from the same area, members will make every effort to carpool to reduce expenses for SCENA.