



Alpha Iota Chapter of Sigma Theta Tau FUNDING REQUEST

The Mission of the Honor Society of Nursing, Sigma Theta Tau International (STTI), is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide. Alpha Iota Chapter at the Sinclair School of Nursing accomplishes this, in part, through financial support of opportunities and activities for the general membership and enrolled students.

Check all criteria that apply to your request:

- Leadership Development** (Mentorship/Programs/International Collaboration)
- Knowledge Acquisition/Dissemination** (Scholarship/Research/Presentation)
- Service** (Consultation/Philanthropy/Community Health Presentation)
- Community** (Partnership/Nursing Awareness/Healthcare Development)
- Sustainability** (Active Membership/Mentoring/Awards/International Philanthropy)

The Board of Directors and/or General Membership use the following order of preference when awarding financial support. Check the status that most accurately describes you:

- Active (Dues paying) member of Alpha Iota Chapter, STTI**
- In-Active member of Alpha Iota Chapter, STTI**
- Enrolled in Masters or Doctoral Program at Sinclair School of Nursing**
- Enrolled in RN to BSN Program at Sinclair School of Nursing with academic standing allowing STTI membership**
- Senior Student Nurse at Sinclair School of Nursing with academic standing allowing STTI membership**

Note: Decisions regarding allocation of funds are made through preparation of the annual budget or by simple majority vote of the general membership at a bi-annual meeting or by the Alpha Iota Board of Directors. **Please allow 3 - 4 weeks from date of submission for a response.**

Date of Request: _____ Needed by: _____

Amount: As budget allows; suggest \$ _____ Specific Request: \$ _____
 Estimated (includes travel or purchases): \$ _____

Request Submitted by: _____

On Behalf of: Self Organization: _____

Contact Person: Self Other: _____

Contact Information: _____

If approved, check should be made out to: _____

And sent to this address: _____

Or delivered requestor at this location: _____

(continued)



Alpha Iota Chapter of Sigma Theta Tau FUNDING REQUEST

Reimbursement Rules [Travel/Purchases]

Release of Funds

It is the preference of Alpha Iota Chapter of STTI to provide reimbursement rather than advance payment for approved requests. Therefore, those requesting financial support must be prepared to manage the event expenses with personal cash flow until the requirements for reimbursement are met. Requirements for reimbursement are outlined below.

Transportation (BPM-504)

- Commercial Air or Rail Travel: It is recommended that individuals traveling by commercial airline or rail use the lowest available fare.
- Individuals using a personal vehicle will be reimbursed based on the approved map mileage of the most direct route, plus any costs of parking and tolls. The mileage reimbursement rate is set by the University's Controller's Office by January 1 for each calendar year and posted on the Controller's website.

Allowable Expenses: (BPM-505)

Accountability:

- Expenses incurred while representing, performing services or purchasing for the Alpha Iota Chapter of Sigma Theta Tau must be pre-approved in either actual or estimated dollar amounts with adherence within the approved amount. An explanation of overage amounts should be provided in writing when reimbursement request and receipt(s) are submitted.
- Expense report and receipts must be submitted to the Treasurer within 60 days after the end of the trip or service.
- Excess reimbursement or allowance must be returned within 60 days.
- Late submission of expense report/receipts (past 60 days) must include an explanation and could jeopardize acceptance of future request for funds.
- Questions or concerns about expenses not addressed in this explanatory document should be discussed with the Alpha Iota Chapter President prior to the occurrence of the expense. It may not be possible to reimburse all expenses.

Lodging:

- Reasonable and necessary amounts are allowed for lodging. When two or more individuals share the same room, the total claimed for reimbursement must not exceed the total paid for the room.
- A receipted, itemized statement furnished by the hotel or motel is required for all lodging expenses. Summary statements provided by credit card companies will not be accepted as justification for reimbursement.



Alpha Iota Chapter of Sigma Theta Tau FUNDING REQUEST

Meals:

- For overnight travel, meals will be reimbursed on a per diem basis of \$42 per day.
- For day travel, the allowed reimbursement is determined by the number of hours in travel status:
 - Less than 8 hours – no reimbursement
 - 8 to less than 12 hours - \$21
 - 12 or more hours - \$42

Other expenses:

- Reimbursement can be made for other expenses when pre-approved under the following circumstances:
 - Telephone/Internet connection during travel for Alpha Iota Chapter when required to Conduct chapter or STTI business
 - Miscellaneous transportation and related expenses when necessary to carry out the purpose or trip (example: taxi or other interim transportation)
 - Registration or other meeting expenses (example: poster presentation preparation expenses)
 - Purchase of Chapter event supplies, food, etc.
 - Speaker reimbursement or gratuity.

Expenses Not Allowed:

- Only expenses essential to the transaction of Alpha Iota Chapter, STTI, business, representation or services are reimbursable.
- Examples of expenses that are not reimbursable include: hotel gyms, alcohol, mini-bars, snack/refreshment cabinets, movies, laundry, tickets for speeding or other vehicle violations or fines.

Travel Allowances:

- It is appropriate, and may at times be necessary, for Alpha Iota Chapter to award travel allowances that limit the total reimbursement on a trip to a total maximum amount determined prior to travel. In these situations, the person traveling would be expected to either manage any overage expense with personal funds or those from another resource.
- In these cases, the traveler should account for the individual travel components for transportation, lodging, meals, etc., and reduce the overall reimbursement to the trip maximum by entering a single line "Expense Adjustment" on the expense report.

Attachment: Reimbursement Detail Form

