

Idaho Academy of Nutrition and Dietetics

Out-of-state travel policy

Idaho Academy of Nutrition and Dietetics board member out-of-state travel for board approved travel will be reimbursed at actual costs for registration, lodging, ground transportation, airport parking, airfare, and baggage fees. Meals and Incidental Expenses (M&IE) will be reimbursed at either actual costs or federal per diem rates, whichever is less. Receipts are required with affiliate expense report form. Every effort should be made to keep expenses reasonable and prudent within planned affiliate budget.

The Idaho Academy will reimburse expenses related to travel days and conference/meeting only. If the board member chooses to extend the stay for personal reasons the Idaho Academy will not cover the additional lodging, ground transportation, or meals and incidental expenses. If extending the stay would result in a higher airfare, the Idaho Academy will reimburse at the lesser rate. Include an airfare price check indicating what the actual cost would have been with the receipts.

Submit report electronically to current treasurer within two weeks of incurred expense, include current president and executive director on the email. The report is approved by current treasurer and president.

In-state travel policy

The Idaho Academy of Nutrition and Dietetics will provide a \$50 remuneration for board member in-state travel for the annual board retreat. The stipend will be given only to those board members who drive. Every effort should be made to carpool. Extenuating circumstances i.e. a board member lives several hundred miles from the retreat location, will be evaluated per occasion.