



**Hawaii Association of Nurse Anesthetists
Travel Reimbursement Policy**
Adopted June 25, 2019.

HANA invests in sponsoring travel for HANA delegates to AANA events with the expectation of return on investment in the following forms:

1. Highly visible and positive HANA participation in the AANA.
2. Personal and Association relationships with the AANA and other state ANAs developed and strengthened.
3. Delegates become more effective board and community leaders as leadership, clinical, and personal skills learned are put into practice in Hawaii.
4. A stronger, more unified board is created through delegates' shared experiences.
5. Delegates are inspired to higher levels of participation in AANA, HANA, and Hawaii's CRNA community.

Action	Documentation	Timeline	Completed By
Apply for Travel Funds	Travel Application	30 days before the early registration fee deadline.	Applicant for Funds
Application Approved	Completed Travel Application	Closest board meeting available.	Board of Directors
Travel Reimbursement	Reimbursement Request Form, original receipts with date of purchase, room and tax charge list (paid by HANA), Event Summary Form.	Within 30 days of Return from Travel. Items submitted after 30 days might not be reimbursed.	Completed by Applicant, Approved by the President or Treasurer.

Allowed Travel Expenses

Type of Expense	Maximum Amount Available	Paid By	Reimbursed
Registration Fees	Early Registration Fee amount only.	Hawaii Association of Nurse Anesthetists	No, paid directly by HANA on delegate's behalf.
Hotel	Event rate provided by the hosting hotel/resort. Nights funded include no earlier than the night before and no later the night after the event, to accommodate full conference attendance (required).	Hawaii Association of Nurse Anesthetists	No, paid directly by HANA on delegate's behalf.
Airfare	Flight must be booked a minimum of 30 days in advance. Booking must be at the economy rate. Purchase the most reasonably priced ticket available. One stop is the most required to keep airfare cost down.	Applicant	Yes, original receipt required.



Uber/Train/Taxi (No Car Rentals)	Transportation directly to event hotel from the airport and directly to the airport from the event site. Take the most economical option available, use hotel shuttle when available.	Applicant	Yes, original receipt(s) required.
Per Diem	\$50 per conference day (full attendance required).	Hawaii Association of Nurse Anesthetists	Yes, no receipt required.
Travel Allowance (Home Ground Transportation)	\$50 per event.	Hawaii Association of Nurse Anesthetists	Yes, no receipt required.

1. All applicants are expected to attend all sessions and optional events during any conference they accept funding for. Flight arrival and departure times must allow for attendance of all sessions. Deductions will be made from the reimbursement for required sessions/events not attended in proportion to attendance.
2. HANA strongly encourages attendees to stay at the event site hotel. Hotel rooms will be shared when possible. This provides cost savings, and builds bonds through shared experiences. If a private room is selected when a roommate is available, delegate agrees to pay 50% of the room cost.
3. Applicants may not receive sponsorship or reimbursement from HANA for any funds their employer has or will reimburse for their travel.
4. Sponsored members agree to attend the AANA CRNA PAC & AANA Foundation evening events at their own expense.
5. HANA will not pay or reimburse for any expense outside the scope of travel directly to and/or from the conference.
6. Delegates are responsible for the cost of any travel changes made by the attendees for any reason after the original purchase.
7. Attendees are responsible for any additional charges they make to their room, to be paid at check out. Please know whose credit card is on file for your room (yours or your roommates?).
8. HANA members attending an AANA conference at their own expense, who want to occupy an available, unused room-share with a HANA delegate, may request room cost coverage by HANA 30 days prior to travel, to be approved by the Board. Each application will be considered without precedent. All other expenses will be the responsibility of the HANA member.