



Travel Stipend Policy Adopted 12-14-2021

1. Purpose

To have a standardized process that outlines:

- A.** Who may apply for travel stipend.
- B.** The procedure for requesting travel stipend.
- C.** To outline HANA's expectations for applicants who receive stipend.
- D.** To remind participants of their fiduciary responsibility to HANA and the state membership

2. Objectives

- A.** To have at least two HANA board of directors (BOD) attend the American Association of Nurse Anesthesiologists (AANA) Annual Congress, preferably officers.
- B.** To have the HANA president, President Elect, and FPD attend the Mid-Year Assembly in Washington, D.C.
- C.** To have four HANA BOD members attend a State Leadership Workshop.
- D.** To have HANA representation at the national level.
- E.** To establish HANA BOD and membership relationships with national leaders and other state ANAs.
- F.** To educate directors on leadership skills and board responsibilities.

3. Applicants

- A.** HANA BOD members.
- B.** CRNAs that have been elected to the HANA BOD but not installed.
- C.** HANA members who are interested in being on the BOD.

4. **Procedure**

Action	Documentation	Timeline	Completed by
Apply for travel stipend	Travel Stipend Request Form	30 days prior to attendance	Applicant
Application approved	Completed Travel Stipend Request Form	Closest board meeting available	BOD
Travel Stipend check mailed to applicant	Bank Statement or QuickBooks Online	Within 10 days of BOD approval	Treasurer or President

- A.** Participants may not receive a stipend from HANA for any expense their employer has or will reimburse.
- B.** The amount of stipend dispersed will be decided jointly by the president and treasurer, with consideration of:
 - 1. The costs including, but not limited to, airfare, hotel room rates, registration fee, ground travel expenses, meals, per diem.
 - 2. The stipend may be less than the total cost of travel and expenses depending on:
 - a. The number of applicants
 - b. The amount budgeted for travel

5. **HANA's Expectations**

- A. As a requirement for receipt of a travel stipend, directors will attend the AANA business meeting at the Annual Congress to represent Hawaii.
- B. Participants are expected to attend most of the sessions.
- C. Directors are reminded of their fiduciary duty to be responsible stewards of the state association and members.

