



KANA Reimbursement Policies for SRNAs

1. KANA SRNA Sponsorship for State Meetings

- A. KANA Sponsorship provided to SRNAs from anesthesia programs affiliated with Kansas.
- B. The school will be responsible to the Program Committee Chairperson to submit names of the students requesting accommodations as soon as possible after receiving mailing of program brochure.
- C. When the meeting is held in Kansas City, Lawrence, or Topeka, the students from the Kansas City site will not request accommodations, thus allowing the students from the Wichita site to have exclusive use of the rooms.
- D. When the meeting is held in Wichita, the students from the Wichita site will not request accommodations, thus allowing the students from the Kansas City site to have exclusive use of the rooms.
- E. When the meeting is held elsewhere, each school will be able to request accommodations for two (2) males and two (2) females.
- F. The Program Committee Chairperson will reserve two (2) rooms at each meeting site, with one room for females and the other for males to accommodate up to four (4) persons per room. The Program Committee Chairperson will submit the names of the students to the hotel.
- G. The expenses to be paid from the KANA Meeting budget category.
- H. The SRNAs accepting accommodations from KANA **must** attend the KANA Business Meeting.



2. **KANA SRNA Sponsorship for AANA Midyear Assembly of States**

- A. KANA Sponsorship provided to SRNAs from anesthesia programs affiliated with Kansas.
- B. SRNAs in good standing academically and clinically shall be eligible for sponsorship.
- C. SRNAs must attend at least (1) KANA state meeting to be eligible for sponsorship.
- D. Each school Director will select SRNA's from their class who has met KANA eligibility requirements and any additional criteria the school deems appropriate, and submit the SRNA's name to the KANA Board Liaison member prior to the KANA Winter Meeting. At that time the Board will approve sponsorship of the selected SRNA.
- E. SRNAs accepting KANA Sponsorship **must** do the following for reimbursement, otherwise they risk forfeiture of their reimbursement:
 - 1. Must attend Midyear Assembly Meeting and be present to visit Senators and Representatives as assigned by the Federal Political Director.
 - 2. Must submit a written report to the KANA Publications Committee following the meeting.
 - 3. Must submit to the KANA Treasurer a completed KANA Expense Reimbursement Form with appropriate documentation of receipts within thirty (30) days following the meeting.
 - a. KANA Expense/Reimbursement Form is the individual's responsibility to obtain from the KANA Treasurer.
 - b. If the reimbursement is to be divided amongst students, only one reimbursement form may be used. The funds will be sent to the person designated on the form.
 - c. Approved reimbursement in full for the following:
 - 1. Most economical coach airfare. If driving, will be paid at the current IRS guidelines of mileage, not to exceed the cost of airfare available.
 - 2. Most economical fare from airport to hotel and vice versa, such as, free shuttle then no reimbursement.
 - 3. Most economical single occupancy lodging for duration of meeting only.
 - 4. Cost of registration.
 - 5. KANA will reimburse eligible SRNA's for attendance at the Midyear Assembly at an amount not to exceed \$1000.00 per school.