



NYIT College of Osteopathic Medicine SGA

Policy: Conference Attendance for Student Organization Members

Purpose:

The NYIT College of Osteopathic Medicine SGA, in agreement with the NYIT College of Osteopathic Medicine Division for Student Affairs, will reimburse student leaders for the cost of attending certain national conferences related to the organization. This policy exists to enable organizations to further their mission, and provide additional off-campus learning opportunities for the organization student leaders.

Scope:

This policy applies exclusively to the members of SGA-recognized organizations. Attendance may be limited by various policies of NYIT College of Osteopathic Medicine. Students may be reimbursed for certain expenses related to conference attendance, including:

- Registration Fees
- Travel to and from the conference (not to include taxi fares or car rentals)
- Hotel accommodations
- Food

The Osteopathic Medical Conference & Exposition (OMED) is not within the scope of this policy.

Guidelines:

1. Each **individual** may be reimbursed **up to \$250 annually**. Each **organization** may request up to **\$1,500 annually** for reimbursement to its members.
2. Attendees must receive prior permission from the Assistant Dean of Student Services. Expenses made before this approval has been received (i.e. airfare, hotel/lodging) will not be reimbursed.
3. All conference attendees must pay for costs of attendance. They shall be reimbursed according to the policies of the SGA treasury. See below for the proper procedure.
4. Expenses made without the prior approval of the SGA treasury and/or Director of Student Life will not be reimbursed. Only itemized receipts shall be reimbursed.
5. Students are expected to conduct themselves in a professional manner and abide by all the policies of NYIT College of Osteopathic Medicine while attending conferences. Violations of such policies, regardless of the location, may result in disciplinary action.

Procedure:

1. As an Executive Board, **over the summer or during the first few weeks of school**, identify potential conferences you would like to attend.
2. Attend banking hours **by the second week of September**. Present to the Director of Student Life and SGA Treasurer an overview of the conference, including
 - a. Sponsoring organization and purpose
 - b. Date and location
 - c. Potential attendees
3. Attendance at all conferences must be approved by the Assistant Dean for Student Services. Organizations planning to attend a conference must meet with the Assistant Dean **no less than 8 weeks prior** to the date of the conference.
4. Following approval, conference attendees must meet with the SGA treasurer and/or Director of Student Affairs no later than **4 weeks prior** to the date of the conference to review relevant policies and receive relevant paperwork.
5. At this point, attendees can make appropriate arrangements for travel, including travel and hotel/lodging.
6. After the conference, attendees have up to **2 weeks** from the end of the conference to submit all reimbursements. Late forms or receipts will not be accepted.
7. This timeline represents certain deadlines. Organizations and attendees are encouraged to meet the various procedural steps at their earliest possible convenience before the deadline.
8. This timeline may be modified should the date of the conference warrant it. If this is the case, meet with the Director of Student Life as soon as possible to arrange the modified timeline.