**NORTH DAKOTA FINANCE & OPERATIONS**

**STUDENT ASSOCIATION POLICY LIBRARY**

Host School Reimbursement

**OVERVIEW –** The North Dakota Student Association has agreed to reimburse schools who hold an official NDSA meeting, even if they are not on their own campus, a certain dollar amount set forth every year in the fiscal budget. The process of how the reimbursement happens is further explained below.

**VOTING AND NON-VOTING MEMBERS –** Voting and Non-Voting members of the assembly are determined per Chapter II Section B of the official NDSA Bylaws. All permanent Non-Voting member of assembly include: President, Vice President of Finance and Operations, Vice President of Communication and Outreach, State Board of Higher Education Member, Lobbyist(s) and anyone who is not an official student of the NDUS System.

**FINAL CALCULATION –** The final calculation for host school reimbursement shall be as follows:

**$15 x The highest number of voting delegates taken during role call on either Friday or Saturday + Any NDSA Officers who are present but non-voting members at that specific meeting.**

 All NDSA Officers included are as follows: President, Vice President of Finance and Operations, Vice President of Communication and Outreach, Director of Student Affairs, Director of Academic Affairs, Chief of Staff, Director of Information Technology Policies, Director of Public Affairs, Director of Diversity and Multicultural Affairs, Co-Directors of Substance Abuse Prevention Affairs, Governmental Relations Director, Administrative Assistant, Student Affairs Committee Chair, Internal Affairs Committee Chair, State and Legislative Affairs Committee Chair, Website Coordinator, Parliamentarian and Lobbyist(s).

**PROCESS FOR REIMBURSEMENT –** All host school reimbursement vouchers are to be prepared and voted on by the general assembly Saturday morning of the host schools meeting. Vouchers may be tabled by the assembly if they prefer the Internal Affairs Committee look over it first. General voting guidelines apply as per the Bylaws.

**VOUCHER SUBMISSION –** For more information on submitting the host school’s vouchers see *Finance and Operations Policy Library – Authorization for Purchases: Voucher Submissions.*