



T.H.O.A., Inc
Texas Health Occupation Association, Inc.
Suite 1-A PMB 927
Austin, Texas 78701-1731

THOA, Inc. Reimbursement Policy

Travel

- Board members must submit a letter from Principal or Career and Technology Director stating that their district is unable to provide for travel and registration. This letter must be submitted to the Executive Director of THOA, Inc. before any THOA travel.
- Airfare should be purchased early enough to get the best possible rate. Receipt is required for reimbursement.
- The amount of mileage to be reimbursed is determined by using a mapping website, such as MapQuest. Board members must print out the portion of the mapping website showing the number of miles for the trip, with starting and ending locations, and submit the printout with their request for reimbursement.
- Portage may be reimbursed. Permission for portage fees must be cleared by the President prior to use

Room

- All room arrangements will need to be made by the individual unless notified otherwise. THOA will only cover a semi-private room. Names of members whose districts can not pay may be obtained from the Executive Director.

Meals

- Meal reimbursement with receipts (no alcohol or gratuities are covered). THOA will assume the responsibility of the cost of group meals during the planning sessions. If however your district is covering your meals, you are encouraged to donate the reimbursed cost to THOA. Meals included in conference registration will not be reimbursed.

Daily reimbursement for meals will follow state guidelines using the following percentages:

- Breakfast 25%
- Lunch 25%
- Dinner 50%