



## American Association of Veterinary State Boards **Policies & Procedures: Executive Director/Registrars Funding Program for Spring Executive Directors' and Registrars' Summit**

### **OVERVIEW**

The Board of Directors of the AAVSB is dedicated to the goal of increasing the Member Board's understanding of the Association. The Executive Director/Registrar Funding Program is intended to bring the Executive Directors/Registrars of a Member Board to the Spring Executive Directors/Registrar's Summit to better understand the programs and services offered to members by the AAVSB, as well as an opportunity for collaboration between Boards. Therefore, the Board of Directors commits to providing for *reasonable* travel to allow a Member Board to send their Executive Director/Registrar to the AAVSB Spring Executive Director/Registrar's Summit. The Executive Director/Registrar Funding Program is limited to the Executive Director/Registrars of Member Boards.

As a non-profit organization, the AAVSB must be fiscally prudent at all times. Those participating in the Executive Director/Registrar Funding Program are required to adhere to this policy, and the AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

The Executive Director/Registrar Funding Program shall apply to one person who serves in the role of Executive Director/Registrar per Member Board. Additional staff members may attend as space available at their state board's cost.

### **POLICY**

1. To be eligible for the Executive Director/Registrar Funding Program, the participants' Member Board must be in good standing with annual dues paid in full.
2. In order for participants to be eligible to utilize the Executive Director/Registrar Funding Program, the participant must attend the session in its entirety.
3. All attendees may also attend the Board Basics and Beyond Session(s) if they so choose.
4. The Board Basics and Beyond registration fee for those participating in the Executive Director/Registrar Funding Program will be waived.
5. Meeting registration includes breakfast and lunch during the meeting sessions.
6. No reimbursement will be given for additional meals, snacks, and drinks including expenses for food and beverages consumed during the participants' travel.
7. Hotel accommodations include up to four (4) nights at the AAVSB designated hotel and the participants will be included on the AAVSB Master List, unless additional nights are required for travel reasons as determined by the AAVSB staff. Additional nights may be at the participants' expense and may be charged at the hotel rate based on the hotel's availability. The participants are also responsible for all additional hotel charges including hotel charges for additional persons sharing the participants' room.

8. Upon check-in at the hotel, participants are to provide a credit card for incidental expenses at the hotel. Incidental expenses such as meals, in-room movies, in-room internet fees (if applicable), mini-bar charges, laundry, or cleaning services will not be reimbursed.
9. Participants must utilize the AAVSB designated Travel Agent to arrange for air transportation unless otherwise required by the state's travel policy. Participants should contact the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 14 days in advance of Spring Executive Director/Registrar's Meeting. Airfare is non-refundable and will be booked at the most economic rate. Participants will be reimbursed the fees for one checked bag. Upgrades and itinerary changes will not be reimbursed by the AAVSB.
10. If air transportation will not be used, participants must notify the AAVSB staff prior to travel. Alternate forms of transportation may be used instead of air transportation. For travel by personal vehicle, if the trip is less than 800 miles roundtrip, reimbursement will be at the current federal government rate for mileage. If a driving trip is more than 800 miles roundtrip, total reimbursement for driving will be capped at the amount equal to the lowest airfare available no less than 14 days prior to the travel date. Total reimbursable expenses subject to the cap for driving trips over 800 miles roundtrip may include mileage, tolls, parking, meals, and hotels in route. For forms of transportation used other than air or personal vehicle, the maximum amount reimbursed will be the cost of the alternative form of transportation or the lowest priced airfare available no less than 14 days prior to the travel date, whichever is less expensive. Parking at the hotel will be reimbursed if the participants drive a personal vehicle and use the self-parking.
11. If complimentary ground transportation is furnished through the hotel, it must be used for transportation to and from the airport and, if available, for any ground transportation in the area. If complimentary ground transportation is not available through the hotel, use of an airport shuttle service is encouraged. However, reasonable and necessary expenses for taxis and on-demand transportation including tips will also be reimbursed.
12. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure.
13. Parking expenses at the home airport or other mass transit point of departure will be reimbursed up to the number of days of travel for the Meeting.
14. No reimbursement for rental cars. Parking at the hotel for rental cars will not be reimbursed.
15. No reimbursement for other miscellaneous items to include tips.
16. Receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Receipts for all covered expenses are encouraged.

## **PROCEDURES**

1. The Executive Director/Registrar Funding Program is limited to the Executive Director/Registrar of the Member Board.
2. Staff will verify that the candidate's Member Board is in good standing.
3. Upon confirmation, staff will provide the participants with contact information for the AAVSB designated Travel Agency and any further instructions.

4. An AAVSB Expense Statement must accompany all requests for reimbursement. See Item 15 above under Policy regarding required receipts.
5. Requests for reimbursement should be made as soon as possible, but in all cases, within 45 days of the time when the expenses were incurred. Expenses submitted after that date will not be reimbursed.
6. The Association will make reimbursement as soon as possible.