American Association of Veterinary State Boards

Policies & Procedures: Delegate Funding Program

OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of full participation by the Member Boards in the Delegate Assembly and therefore commits to providing for *reasonable* travel expenses incurred to fund one Delegate from each Member Board to attend the AAVSB Annual Meeting and participate in the Delegate Assembly.

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

The Delegate Funding Program shall apply to one voting **Delegate** per Member Board. Per the AAVSB Bylaws: *Article III. Definitions. Section 7. Delegate.* "Delegate shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Delegate to the AAVSB Delegate Assembly."

POLICY

1. In order for a Delegate to be eligible for the Delegate Funding Program, the Delegate's Member Board must be in good standing with annual dues paid in full.

2. In order for a Delegate to be eligible to utilize the Delegate Funding Program, the Delegate must answer roll call and attend both days of the Delegate Assembly.

3. Annual Meeting registration fee for those participating in the Delegate Funding Program will be waived. Networking event is included for the Delegate. Networking event fees of any additional guests are the responsibility of the Delegate. The Delegate will be invoiced for additional guests. The AAVSB is unable to accept payments at the conference.

4. Meeting registration includes breakfast and lunch throughout the meeting as well as the networking event. No reimbursement for additional meals, snacks, and drinks including expenses for food and beverages consumed during the Delegate's travel.

5. Hotel accommodations include up to three (3) nights at the AAVSB designated hotel and the participating Delegates will be included on the AAVSB Master List. Additional nights will be at the Delegate's expense and may be charged at the hotel rate based on the hotel's availability. The Delegate is also responsible for all additional hotel charges including hotel charges for additional persons sharing the Delegate's room.

6. Upon check-in, Delegate is 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. All room taxes are paid by AAVSB.

7. Delegate must utilize AAVSB designated Travel Agent to arrange for air transportation. Delegate should contact the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 14 days in advance of Annual Meeting. Airfare is non-refundable and will be booked at the most economic rate. Upgrades, itinerary changes, and bag fees will not be reimbursed by AAVSB.

8. Alternate forms of transportation may be used instead of air transportation whichever is less expensive based on lowest priced airfare available at the time. Automobile reimbursement will be at the current federal government rate for mileage up to 400 miles. If the driving distance exceeds 400 miles, Delegate will be reimbursed for their mileage up to the lowest priced airfare available at the time. Parking at the hotel will not be reimbursed.

9. Travel to and from the AAVSB designated hotel will be reimbursed up to the standard cab rate in the host city unless ground transportation is included with AAVSB designated Travel Agent service.

10. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure.

11. Four days of parking expenses at the home airport or other mass transit point of departure will be reimbursed.

12. No reimbursement for rental cars. Parking at the hotel will not be reimbursed.

13. No reimbursement for other miscellaneous items to include tips.

PROCEDURES

1. Candidates for the Delegate Funding Program must submit the standard AAVSB conference registration form and indicate in the designated area that they are requesting to be the "funded" Delegate from their Member Board.

2. Staff will verify that the candidate's Member Board is in good standing and that the candidate meets the "Delegate" definition as stated in the Bylaws.

3. Upon confirmation, staff will provide the AAVSB designated Travel Agency with the name of the Delegate and provide the Delegate with contact information for the AAVSB designated Travel Agency and any further instructions.

4. An AAVSB Request for Reimbursement of Travel Expenses form must accompany all requests for reimbursement. Receipts for automobile transportation (mileage reimbursement), or ground transportation to and from the airport to the AAVSB designated hotel (unless AAVSB has pre-arranged ground transportation with the Travel Agent) must be provided or the expenses may not be reimbursed.

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.