



American Association of Veterinary State Boards **Policies & Procedures: Board Basics & Beyond Training**

OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of establishing and maintaining a program of training for members, executive directors, and staff of the AAVSB Member Boards. This program is named the Board Basics & Beyond Training.

As a non-profit organization, the AAVSB must be fiscally prudent at all times. Those participating in the Board Basics & Beyond Training 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.

For participation, priority will be given to participants from Member Boards that have not sent a member to a recent training. The Association will pay all reasonable expenses for one attendee per Member Board. Funding for additional participants will be determined on a session-by-session basis by staff within the parameters of the approved annual budget. First priority for participants will be to have one attendee per Member Board. Priority for additional attendees will be based on registration date, followed by the number of additional attendees desired.

POLICY

1. In order for a participant to be eligible for the Program, the participant's Member Board must be in good standing with annual dues paid in full.
2. In order for the participant to be eligible to utilize the Board Basics & Beyond Program, the participant must be approved in advance, in writing (via email or postal mail) by an authorizing representative of the Member Board sending the participant.
3. The participant or the Member Board shall pay a fee of \$250 U.S. Dollars, at least 15 days prior to the first day of training, unless waived.
4. Participants are expected to arrive at the training location the day before training begins and depart the evening after training ends or the following day. Participants are expected to attend the training in its entirety.
5. The AAVSB will pay for hotel accommodations include the night before, the days of, and the night following the training sessions, not to exceed four (4) nights. Additional nights may be at the participant's expense and may be charged at the hotel's base rate.
6. 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.
7. The AAVSB will pay for meal costs during the days of training including breakfast, lunch and dinner.
8. No reimbursement will be made for meals, snacks, or drinks on the day of arrival, the day of departure, or the day following the end of training.

9. Participants must utilize the AAVSB designated Travel Agent to arrange for air transportation. 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 the Training Program. Airfare is non-refundable and will be booked at the most economic rate. Participants will be reimbursed the fees for one checked bag each way. 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. If ground transportation has been arranged by the AAVSB, it will be paid directly by the Association.
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. Up to four (4) days of parking expenses at the home airport or other mass transit point of departure will be reimbursed.
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. Participants for the Board Basics & Beyond Training must submit a registration form and payment to attend the next training session.
2. The AAVSB Staff will confirm that the participant's Member Board is in good standing and that the participant meets the requirements of the program.
3. Upon confirmation, staff will provide the candidate with contact information for the AAVSB designated Travel Agency and any further instructions.
4. An AAVSB Expense Statement will be sent to the candidate and must accompany all requests for reimbursement. See Item 14 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.

Adopted by the AAVSB Board of Directors on September 19, 2015. Revisions approved by the Board of Directors on January 20, 2017; February 28, 2018; February 20, 2019.