



American Association of Veterinary State Boards **Policies & Procedures: Delegate Funding Program for Board Member Members and Executive Directors/Registrars**

OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of full participation by the Member Boards in the Delegate Assembly at each Annual Meeting & Conference. Therefore, the Board of Directors commits to providing for *reasonable* travel expenses incurred to fund two participants who meet the qualifications of Delegate or Alternate Delegate from each Member Board to attend the AAVSB Annual Meeting & Conference and participate in the Delegate Assembly. Having two funded individuals from each Member Board could make it possible for **a Board Member and the Executive Director** to attend.

As a non-profit organization, the AAVSB must always be fiscally prudent. Those participating in the Delegate 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 Delegate Funding Program shall apply to one voting **Delegate and one Alternate 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.”

Article III. Definitions. Section 8. Alternate Delegate. ““Alternate Delegate” shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Alternate Delegate to the AAVSB Delegate Assembly.”

POLICY

1. To be eligible for the Delegate Funding Program, the candidate’s Member Board must be in good standing with annual dues paid in full.
2. The Delegate and Alternate Delegate must answer roll call and attend both days of the Delegate Assembly, and the Annual Meeting & Conference in its entirety. They are encouraged to attend the pre-conference sessions(s).
3. The Annual Meeting & Conference registration fee for those participating in the Delegate Funding Program will be waived. The AAVSB Evening Event is included for the participants. AAVSB Evening Event fees of any guests are the responsibility of the participants. Payment for guests is required in advance.

4. Meeting registration includes breakfast and lunch during the meeting sessions as well as dinner at the AAVSB Evening Event.
5. All expenses for guests of the traveler are the responsibility of the traveler.
6. No reimbursement will be given for additional meals, snacks, and drinks, including expenses for food and beverages consumed during the Delegate's travel.
7. Itemized receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Receipts for all covered expenses are encouraged.

Airfare

8. Registrants must utilize the AAVSB designated Travel Agent to arrange for air transportation unless the jurisdiction policy dictates otherwise. Registrants should book non-refundable airline tickets through the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 21 days in advance of the Annual Meeting & Conference. 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.

Ground Transportation

9. If air transportation is not used, the AAVSB staff must be notified 21 days prior to travel.
 - 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, the maximum amount reimbursed will be the cost of the lowest priced airfare available no less than 21 days prior to the travel date or 800 miles, whichever is less. Reimbursement may include mileage, tolls, parking, meals, and hotels in route.
 - Parking at the hotel will be reimbursed if the participants drive a personal vehicle and use self-parking.
 - For forms of transportation used other than air or personal vehicle, the maximum amount reimbursed will be the cost of the alternate form of transportation or the lowest-priced airfare available no less than 21 days prior to the travel date, whichever is less expensive.
10. 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.
11. Reasonable and necessary expenses for taxis, scheduled car pick-ups, and on-demand transportation including tips (not to exceed 20%) will also be reimbursed.
12. 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 Annual Meeting & Conference.

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

Mileage

14. Mileage at the federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure. The cost of fuel will not be reimbursed as that is included in the mileage rate reimbursement.

Lodging

15. Hotel accommodations, as needed to participate in the event are covered, at the AAVSB designated hotel and the participant's room and taxes will be included on the AAVSB Master List. Additional nights may be at the participant's expense and may be charged at the hotel rate based on the hotel's availability. The participants are responsible for all additional hotel charges including hotel charges for additional people sharing the participant's room.
16. 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.
17. Early departure fees may be reimbursable with AAVSB approval.

Meals

18. Meeting registration includes breakfast and lunch during the meeting sessions as well as dinner at the AAVSB Evening Event.
19. No reimbursement will be given for additional meals, snacks, and drinks, including expenses for food and beverages consumed during the Delegate's travel.

Other Travel

20. No reimbursement will be provided for other miscellaneous items to include separate 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 or Alternate Delegate from their Member Board.
2. AAVSB staff will confirm that the candidate's Member Board is in good standing and that the candidate meets the definitions as stated in the Bylaws.
3. Upon confirmation, AAVSB staff will provide the registrant with contact information for the AAVSB designated Travel Agency and any further instructions.
4. An AAVSB Expense Statement must accompany all requests for reimbursement. Itemized receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Receipts for all covered expenses are encouraged.

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 02/16/2011; revisions approved by the AAVSB Board of Directors on 01/19/2013, 06/20/2015, 9/19/2015, 1/23/2016, 5/11/2016, 6/17/2016, 2/28/2018 and 04/16/2025.