



American Association of Veterinary State Boards **Policies & Procedures: Executive Director/Registrars Funding Program for Spring Executive Directors' & 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' & Registrars' Summit to better understand the programs and services offered to members by the AAVSB, as well as an opportunity for collaboration among Member 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 Directors' & Registrars' 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 always be fiscally prudent. 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 if space is available at their member board's cost. Registration is \$250.

POLICY

1. To be eligible for the Executive Director/Registrar Funding Program, the candidate's Member Board must be in good standing with annual dues paid in full.
 - To be eligible to utilize the Executive Director/Registrar Funding Program, the participant must attend the session in its entirety.
2. All attendees may also attend the Board Basics & Beyond Workshop if they choose.
 - The Board Basics and Beyond registration fee for those participating in the Executive Director/Registrar Funding Program will be waived.
3. Meeting registration includes breakfast and lunch during the meeting sessions.
4. All expenses for guests of the traveler are the responsibility of the traveler.
5. Itemized receipts for covered expenses must accompany requests for reimbursement for all expenditures over \$25. Receipts for all covered expenses are encouraged.

Airfare

6. Registrants must utilize the AAVSB designated Travel Agent to arrange for air transportation unless the jurisdiction policy dictates otherwise. Registrants should book the 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 Spring Executive Directors' & Registrars' Summit. 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

7. If air transportation will not be 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 the self-parking.
 - 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 21 days prior to the travel date, whichever is less expensive.
8. 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.
9. Reasonable and necessary expenses for taxis, scheduled car pick-ups, and on-demand transportation including tips not exceeding 20% will also be reimbursed.
10. 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.
11. No reimbursement will be provided for rental cars. Parking at the hotel for rental cars will not be reimbursed.

Mileage

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. The cost of fuel will not be reimbursed as that is included in the mileage rate reimbursement.

Lodging

13. 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. Participants are responsible for all additional hotel charges including hotel charges for additional people sharing the participant's room.
14. Upon check-in at the hotel, participants are to provide a credit card for incidental expenses at the hotel. Incidental expenses such as in-room movies, in-room internet fees (if applicable), mini-bar charges, alcoholic beverages, laundry, or cleaning services will not be reimbursed.
15. Early departure fees may be reimbursable with AAVSB approval.

Meals

16. When not provided, reasonable costs for three meals per day will be reimbursed when accompanied by itemized receipts. The cost of food should be kept comparable to what meal expenses would be if the costs were personal. Reasonable tips not exceeding 20% will be reimbursed for food service.
 - Alcohol expenses will be reimbursed when incurred during dinners or social functions.

Other Travel

17. No reimbursement will be provided for other miscellaneous items to include separate tips.

PROCEDURES

1. Candidates for the Executive Directors' & Registrars' Summit must submit the standard registration form.
2. AAVSB staff will confirm that the candidate's Member Board is in good standing and that the candidate meets the requirements of the program.
3. Upon confirmation, 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 all requests for reimbursement for all expenditures over \$25. Itemized 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 in February 2023. Revised and approved by the AAVSB Board of Directors March 2024. Revised and approved by the AAVSB Board of Directors April 2025.