

# **Potomac Valley Aquarium Society (PVAS)**

## **Travel and Expense Policy**

### **1. Introduction**

This policy covers the reimbursement of travel and subsistence expenses related to travel by out-of-town speakers. Out-of-town speakers are defined as speakers traveling more than 50 miles to the event site. Local speaker expenses may be reimbursed at the discretion of the Board of Directors.

### **2. Compliance**

All expenses submitted for reimbursement must be supported by receipts and are subject to compliance review by the Treasurer or President.

### **3. Transportation**

Air travel and train expenses are reimbursable. Presenters are expected to purchase economy class tickets. Consistent with common practice in the fish club community, PVAS asks that the presenter present the receipt for reimbursement at the event. Should PVAS purchase the ticket or reimburse the speaker prior to the event, then PVAS shall purchase travel insurance.

Fuel and toll expenses for personal automobiles are reimbursable. PVAS asks speakers to fill the tank before departure and upon return "home" to determine the fuel reimbursement amount and to obtain the receipt.

Travel expenses from the speaker's originating destination to and from airports or train stations are reimbursable and may include use of public transportation or parking. Local travel provided by the designated member host shall be at the host's expense.

### **4. Lodging**

Generally speaking, a PVAS member will host the speaker and no lodging expenses should be incurred. PVAS understands that some speakers will request a hotel or even refuse to be hosted in someone's home. In those cases written correspondence in this regard must include the hotel request. PVAS will only pay for one hotel night unless the travel itinerary requires a two-night stay.

### **5. Meals and entertainment**

Restaurant meals will be reimbursed for the speaker only. All others must pay for themselves. Itemized receipts are required for reimbursement.

### **6. Gratuities**

Travel and meal related gratuities are reimbursable for the speaker only. Reasonable and customary gratuities include \$2-3 per day for hotel housekeeping, 15-20% for meals, \$1 per bag for luggage assistance, and 15-20% for taxis.

## **7. Honoraria**

An honorarium of \$100 will be offered to local speakers to compensate them for their efforts in helping us to fulfill our educational mission. At the discretion and with the approval of the PVAS BOD, additional honoraria and/or exceptions to the above Travel and Expense Policy may be offered to attract extraordinary speakers to club functions.