

FLORIDA ACADEMY OF GENERAL DENTISTRY

TRAVEL POLICY

Approved June 15, 2007

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PURPOSE

- To provide the Florida Academy of General Dentistry (FLAGD) Board Members, management and staff with a superior level reimbursement & expense compensation and increased accountability by implementing the following Travel Guidelines.
- To better control travel costs and related expenditures of the Florida Academy of General Dentistry.

GENERAL GUIDELINES

The Florida AGD will reimburse the following participants for travel to all Board Meetings held within the State of Florida:

*Board Members (Officers and Directors-At-Large)
Council & Committee Chairs, on a "selected" basis
Dental School Student Liaisons to the Board*

The FLAGD will make every attempt to schedule Meetings on such days as to minimally disrupt the Board Member's professional office schedule. Further, whenever possible, Board Meetings will be set at such times as to allow travel to be completed in one day. This will minimize the need for an overnight stay.

Thus, if an FLAGD meeting within the State of Florida begins after 10:00 A.M., the FLAGD will not reimburse a Board Member for an overnight hotel stay the night before the Meeting. If an FLAGD meeting within the State of Florida ends prior to 6:00 P.M., the FLAGD will not reimburse a Board Member for an overnight stay following the Meeting. A member may petition the Board to waive this rule in advance of the meeting, on a case by case basis, by showing that travel on the day of the meeting poses an unusual hardship to the member.

Travelers are encouraged to use the most efficient and economical means of travel, taking into consideration traveler's time and the cost of transportation.

Requests for reimbursement payment must include a completed FLAGD **Travel Expense Voucher**. This form must be accompanied by applicable itemized receipts, such as, paid hotel bills, transportation receipts for common carrier travel and documentation & receipts for other reimbursable expenses.

AIR TRAVEL

- 1) All travel, other than scheduled Florida AGD Board Meetings, must be pre-approved.
- 2) All Florida AGD-funded air travel should be booked by Internet to achieve the lowest possible fare. Any additional fee for telephone assisted flight arrangements or travel agency fees will not be reimbursed.
- 3) Air travel will be reimbursed at the level of non-refundable, economy/coach class for domestic travel, not to exceed the published rate at 21 days prior to travel.
- 4) Once travel has been booked, any fees associated with cancellation or change to the ticket will not be reimbursed unless approved by FLAGD Board.

TRAVEL POLICY

Page 2:

5) Reservations should be made a minimum of 21 days prior to travel, unless travel is scheduled around peak travel periods, then travel should be booked more than 30 days prior to travel. Travelers are not required to stay over a Saturday night in order to obtain a lower airfare. However, if the traveler agrees and the cost savings are significant, FLAGD may assume responsibility for covering the additional hotel night's charge. The cost of a Saturday departure should not exceed the total cost of airfare and a Saturday night hotel stay for a Sunday departure. Travelers will not be required to travel later than 11:00 PM, in the time zone of their destination city.

6) The FLAGD will not reimburse any additional cost incurred because of a stopover or multi-destination travel unless such travel has been approved by the FLAGD Board. The additional cost for last minute travel will only be approved if the Board deems the travel essential. Travel costs will be reimbursed for the lowest available airfare between the Traveler's home city and the meeting site.

7) All airline tickets should be issued electronically, because most airlines charge a fee for paper tickets. Additional costs for paper tickets are not reimbursable.

8) In the event that an airfare exceeds \$500, a request must be sent to the FLAGD Board for approval prior to securing the reservation. In some cases, FLAGD may offer recommendations to alter schedules or provide the Traveler with an earned complimentary ticket.

9) A Member's frequent flyer preference will not take precedence over the need to purchase tickets at the lowest possible price. Travelers using their personal frequent flyer miles to travel on behalf of the FLAGD will be reimbursed for their ticket at the lowest available fare. However, Frequent Flyer Miles accrued by the Traveler, while traveling on FLAGD business, are the property of the Traveler.

10) Travelers wishing to purchase life or accident insurance while traveling on FLAGD business may do so at their own personal expense.

11) Airline compensation vouchers for Travelers who wish to volunteer their seats for compensation, will remain the property of the Traveler. However, their participation in the FLAGD meeting should not be compromised in any way.

12) Travelers can be reimbursed upon submission of a receipt for the charge of one checked bag regardless of the length of the trip. A second checked bag will be reimbursed if the event requires a stay longer than 5 days.

HOTEL ACCOMMODATIONS

1) All FLAGD-funded Travelers are required to stay at the FLAGD contracted or approved hotel. This is because the contracted hotel generally offers the FLAGD certain amenities and/or discounted room rates based on "room nights booked". Further, travelers staying at other hotels will not be reimbursed for accommodations that are in excess of the cost of the approved hotel.

2) Frequent guest points earned during the course of FLAGD-funded business travel remain the property of the Traveler.

3) Travelers are reimbursed at the contracted rate, which is either a flat rate or a single room rate plus tax(es). If there is an additional charge because of an extra guest(s) in the room, other than another FLAGD traveler, the traveler will be responsible for the rate difference.

4) Same-gender room-sharing is the policy of the FLAGD for all travelers attending National AGD (with the exception of the AGD Annual Meeting). When traveling to AGD meetings other than the House of Delegates, if it is possible for an FLAGD traveler to share a hotel room with another member eligible for reimbursement, and the FLAGD traveler chooses not to share, the FLAGD will reimburse only one-half of the nightly room rate at that hotel. Room-sharing is not required at FLAGD Board meetings.

5) If rooms are booked and paid in a block by the FLAGD, travelers will still need to present a personal credit card upon check-in for incidentals. In this case, the FLAGD will not pay any hotel reimbursement to the traveler, and no hotel receipts are required.

TRAVEL POLICY

Page 3:

- 6) If the traveler pays for his or her own room, the FLAGD will reimburse only the hotel room rate, taxes and resort fees (if applicable). In this case, a copy of the hotel bill must be submitted with the appropriate reimbursement form.
- 7) If two travelers share a hotel and split the bill, each traveler may claim one-half of the hotel bill on his/her travel reimbursement request. There must be a copy of a separate receipt for each traveler that reflects the split cost.
- 8) Hotel safe and daily phone connect charges are reimbursable only if the charges are mandatory at the hotel.
- 9) Telephone calls, Wi-Fi, and fax charges are only reimbursable if they are FLAGD mandated.

GROUND TRANSPORTATION

Travelers will be reimbursed for mileage of round-trip travel from home to airport or the meeting location, based on current I.R.S. guidelines. Taking into consideration the traveler's time and the cost of transportation, the most economical method of transportation should be utilized.

Receipts are required for any commercial fares. It is expected that airport shuttle services be used whenever possible, unless a less expensive mode of transportation can be obtained.

Rental Cars:

- 1) Travelers renting cars will only be reimbursed at the rate applicable for a compact class car unless the rented vehicle is necessary to provide transportation for other FLAGD members attending the same meeting. Rental cars are only reimbursed if it is determined that a rented car is the least expensive means of providing transportation.
- 2) Receipts for gasoline for rental cars must be submitted with the Travel Expense Voucher.
- 3) Any FLAGD Traveler renting a car using the FLAGD credit card should purchase reimbursable *Collision Damage and Liability Insurance*, in addition to any personal insurance they may have.
- 4) Limousine or "car" service will not be authorized unless it is determined to be least expensive method of transportation. Otherwise, travelers utilizing a limousine or car service will only be reimbursed at the shuttle rate.

Personal Automobile Usage:

- 1) Travelers who utilize their personal automobile for FLAGD travel will be reimbursed for actual mileage based on current I.R.S. guidelines. Tolls and parking charges will be reimbursed at the standard charge of the meeting facility, when proper documentation is submitted. If there is a self-parking alternative, additional fees for Valet Parking will not be reimbursed.
- 2) Travelers driven to and from the airport, will be reimbursed for the mileage of two round trips to and from the airport. However, parking charges will not be reimbursed if the traveler is driven to and from the airport.
- 3) Tolls to and from the traveler's home and airport, and self-parking at the airport will be reimbursed, up to a maximum of \$20 per day, provided that appropriate receipts are submitted.
- 4) Travelers are responsible for any parking fines, related towing fees and/or traffic tickets incurred while traveling on FLAGD business.
- 5) Gasoline charges will not be reimbursed since they are covered under the standard mileage reimbursable allowance.

PER DIEM

- 1) The per diem rate for each day of official FLAGD funded business travel will be \$75/day.
- 2) The per diem rate is intended to include expenses for incidental transportation, portorage, baggage storage & handling, tips, and meals not other-wise provided. Per diem is given automatically, without receipts, but must be included on the Expense Reimbursement Form. Per diem will be paid only for the actual day(s) of the meeting, i.e., one day per diem will be paid for a one-day meeting, etc., and not for travel days.

NON-REIMBURSABLE EXPENSES

Alcoholic Beverages - General Guidelines:

Alcoholic Beverages are strictly non-reimbursable under any circumstances.

Other Non-reimbursable Expenses include, but are not limited to:

- 1) On-line computer access charges, e.g. Wi-Fi (unless pre-authorized).
- 2) Mini-bar charges.
- 3) In-room movies or personal entertainment expenses.
- 4) Fitness center and salon charges.
- 5) Personal items such as clothing, luggage, grooming aids and reading materials.
- 6) Paper-tickets rather than electronic tickets.
- 7) Airline club, rental car memberships or personal credit card fees.
- 8) Personal amenities such as massages, theater & sports tickets, sightseeing, valet or concierge services, etc.
- 9) Haircuts, shoe shine and beauty parlor services.
- 10) Laundry & dry cleaning.
- 11) Extra bed or extra person in room.
- 12) Seat selection fees charged by airline.
- 13) Flight change fees, cancellation fees, or trip insurance

EXPENSE REIMBURSEMENT PROCESS

FLAGD-funded Travelers must follow the procedures delineated below when submitting their request for expense reimbursement:

1) It is strongly recommended that expense reimbursement requests be submitted to the FLAGD Headquarters Office within three (3) weeks following completion of the FLAGD business trip. **The FLAGD will not pay any reimbursement request received more than ninety (90) days after the event.**

2) When travel takes place toward the end of the fiscal year (31 Oct), it is imperative that the reimbursement request must be made as soon as possible, so that the reimbursement can be issued prior to the end of the fiscal year.

3) All expenses require copies of original receipts. If air and/or hotel costs are paid directly on the FLAGD corporate credit card, a receipt or folio must still be submitted as documentation and retained for in the FLAGD files.

4) Receipts and explanations must be provided for any group activities or meals paid by one individual including those charged on the FLAGD corporate credit card.

5) **Members are required to stay for the duration of the meeting(s) they attend or forfeit reimbursement.** This rule should be taken into consideration when the member makes travel plans. Any exceptions must be approved in advance by the President or, on site, by the ranking officer in attendance.

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE & EXECUTIVE COUNCIL:

These members of the Board of Directors will be required to follow the policies & procedures outlined in this Policy & Procedure Manual of the Florida AGD in order to receive reimbursement for FLAGD approved travel. In this way, they will be reimbursed for qualified expenses in an efficient and timely manner.

COMPONENT DIRECTORS:

Component Directors are Component-designated FLAGD Board Members with voting privileges. As such, their expenses to attend FLAGD Board Meetings will not be reimbursed by the FLAGD. Component Directors should submit their reimbursement requests directly to their respective FLAGD Component.

Parameters for their reimbursement will be determined by the individual Components. Reimbursement forms and required documentation will be dictated by the Component

OTHER PARTICIPANTS

COUNCIL AND COMMITTEE CHAIRS:

The Chair of the Membership Council, the Continuing Education Committee and the Legislative Committee are expected to attend all FLAGD Board meetings and will be reimbursed in the same format as Executive Council members.

When the FLAGD Board invites additional Council and Committee Chairs to attend a Board meeting, these Council and Committee Chairs will be reimbursed for the same travel-related expenses as members of the Executive Council. If an Officer or Director-At-Large also serves as a Council or Committee Chair, he or she can only receive reimbursement as the Officer or Director-At-Large, and not additionally as a Council or Committee Chair. The FLAGD will not reimburse an Alternate Officer or Director-At-Large in order for the Officer or Director-At-Large to receive additional reimbursement as a Council or Committee Chair. In any event, all provisions of the FLAGD Travel Policy will be strictly adhered to for Council and Committee Chairs.

CONTINUING EDUCATION COMMITTEE CHAIR:

The Chair of the Continuing Education Committee, or a designated representative of his/her Committee, will be reimbursed for expenses incurred when attending an FLAGD Continuing Education Seminar. In addition, the Chair will not be required to pay a registration fee for the Seminar. All reimbursement expenses are governed by the travel policies as defined in this Document. No other FLAGD member is eligible for reimbursement for attending any Continuing Education Seminar, unless this expense has been pre-approved by the FLAGD Board of Directors.

DESIGNATED LIAISONS TO THE BOARD OF DENTISTRY:

It is the will of the FLAGD Board to pay the travel expenses of one Board member or another designated FLAGD member to attend all meetings of the Florida Board of Dentistry (FL BOD). Since the BOD meets in various locations throughout the State of Florida, more than one individual may serve as a Liaison to the BOD. However, the FLAGD will fund only one Liaison to each Board of Dentistry meeting.

The designated Liaison to the Board of Dentistry will be reimbursed following the protocols and provisions of the approved FLAGD Travel Policy included in this document.

DESIGNATED REPRESENTATIVES TO MEETING OF ALLIED ORGANIZATIONS:

It is important for the Florida AGD to be aware and informed as to what is going on with respect to allied and affiliated (dental) organizations. Therefore, at times, it is advantageous and necessary to have an individual from the FLAGD observe and/or represent the FLAGD at these hearings, meetings and conferences. When attendance is necessary and desirable, it would be in the best interest of the FLAGD to designate an individual who would already be in attendance at said meetings. In this way, the expenses for attendance would be primarily borne by the allied organization.

For example:

If a designated individual is attending the primary meeting, in whatever capacity (delegate, officer, board member, committee chair or member, etc.), then no reimbursement should be requested, nor in turn, would be forthcoming from the Florida AGD.

If the designated individual is already attending the primary meeting in whatever capacity (delegate, officer, board member, committee chair or member, etc.), but an additional or ancillary meeting is taking place prior to or immediately following the Primary Meeting, the designated representative may request reimbursement on a pro-rata basis.

This pro-rata portion will be calculated as follows: The total of the allowable and reimbursable expenses will be divided by the total of the time spent at the primary meeting plus the time spent at the ancillary meeting. Then this figure will be multiplied by the time spent at the ancillary meeting. This sum would then be the pro-rata amount reimbursable by the Florida AGD.

Exclusions are as follows:

Hotel: Hotel stays, unless the ancillary meeting started so early as to not afford the FLAGD representative time to arrive that morning in a reasonable manner. Or, the ancillary meeting concludes so late in the day, that our representative could not arrive home until after 10:00 PM.

Travel: Under no foreseeable circumstance would travel be reimbursable. This is due to the fact that travel was for the purpose of attending the primary meeting. The same holds true for tolls, shuttle buses, taxi service, etc.

Parking: Parking also would not be reimbursable with the exception that additional charges were made for the additional time one was attending the ancillary meeting, either with respect to parking at the meeting or parking at the airport.

Per Diem: In fact, the only expense that would be reimbursable would be the pro-rata portion of the daily per diem at the current FL AGD rate of \$75.00 per day.

STUDENT DELEGATES

QUALIFICATIONS:

Each Dental School in the State of Florida having an AGD designated Student Component or FellowTrack, if they choose, may have two (2) representatives participate in all activities Board of the Florida AGD.

These Student Representative must be active Student Members of the AGD. Ideally, they should be actively involved in the AGD's Fellow Track™ Program at their School, if one exists.

One individual will be designated as the Student Delegate to the Board, and the other will have the designation of Alternate Student Delegate.

As such, these Student Representatives are strongly encouraged to attend all Board Meetings whether "on-site" or by teleconference.

If a Student Delegate misses two (2) Board Meetings, their Student Component must replace that individual with another Representative to the Board.

TRAVEL:

Reimbursement for travel to in person Board Meetings will follow the guidelines and policies outlined in this Travel Policy Document, as it pertains to any Director, Delegate or Representative to the Board.

In addition, the following additional guidelines will pertain:

1. Same sex room sharing is required for all student liaisons, from the same School, for Board Meetings that require an overnight stay.
2. Student representative are also strongly encouraged to ride share on their travel to and from Board Meetings.
3. If Students ride share, under no circumstance should both submit for the same travel. And, under these circumstances, cost sharing for this travel should be strictly among the individuals involved.

PER DIEM:

Each Student Delegate and Alternate will receive full per diem for each day in attendance.

REGIONAL OFFICERS

REGIONAL DIRECTOR:

The *Regional Director* (RD) is requested and encouraged to attend all FLAGD Board Meetings and functions, since the Florida AGD is the major Constituent in Region XX.

1) The Florida AGD is cognizant of the fact that the Regional Director has a modest stipend provided by the AGD which is intended to be utilized for Component development. Hence, the Regional Director's expenses incurred by attending Florida AGD Board Meetings should come from a source other than his/her stipend.

2) Whenever possible, the Regional Director will sit as a voting member of the FLAGD Board by serving as a *Component Director* from his/her Component AGD. In this case, the Regional Director will receive reimbursement for travel expenses from the Component.

3) If it is not feasible for the RD to serve as a Component Director, then his/her travel reimbursement should be reimbursed by Region XX.

REGION TRUSTEE:

The *Region Trustee* is also requested and encouraged to attend all FLAGD Board Meetings and functions.

The cost of travel to attend FLAGD Board meetings should be funded by the stipend provided to the Trustee by the national AGD. In the unlikely event that additional funds are required, these funds should be requested from Region XX.

REGIONAL SECRETARY/TREASURER:

The Region Secretary/Treasurer is not required to attend Constituent Board Meetings.

Still, whenever possible, the Regional Secretary/Treasurer should sit as a voting member of the FLAGD Board by serving as a *Component Director* from his/her Component AGD. In this case, the Regional Secretary/Treasurer will receive reimbursement for travel expenses from the Component.

AGD ANNUAL HOUSE OF DELEGATES MEETING

The AGD House of Delegates is currently being held during the summer months of the year (sometime between late June and the middle of August).

All aspects of this meeting are determined by the AGD, including criteria and terms for *Delegates* (as opposed to *Directors*) participation. The business of the AGD is conducted at the House of Delegates, on the basis of *Regions*.

In addition to any reimbursement paid to Delegates by the AGD, the Florida AGD provides certain reimbursement to FLAGD Delegates (currently a total of ten people) and the Executive Director to attend this important business function.

AGD REIMBURSEMENT

The AGD has traditionally reimbursed the following Delegate expenses:

Airfare, transportation to and from home airport (including tolls), airport parking (as prescribed annually by the AGD), shuttle to and from the AGD's Headquarters Hotel(s), two (2) nights stay at the HQ Hotel(s) (at the AGD's rate), and two (2) days per diem (no receipts required), which is currently \$75.00 per day.

The AGD has an *Expense Reimbursement Report* Form for reimbursement requests for the annual House of Delegates meeting. Documentation is required for all expenses, other than the per diem. This documentation will be in the form of receipts, airline payment vouchers, paid hotel bills, etc.

Payment from the AGD may be in the form of an Electronic Funds Transfer (EFT) to the Delegate's designated bank account. This bank information must be provided to the AGD on the *Member Authorization Agreement for Automatic Deposit* Form that is included in the Delegate's Pre-Meeting Package. Reimbursement can be expedited if copies of receipts and hotel bill, etc. are available at adjournment of the *House of Delegates*.

AGD Protocol:

In order to receive reimbursement from the AGD, a Delegate (or his/her designated *Alternate*) must attend every session of the AGD's House of Delegates. Delegate registration cards will be scanned upon entering and again upon exiting each session of the HOD. It is imperative that this card be scanned upon exiting the final session in order to receive reimbursement for attending the AGD meeting.

Please Note: The AGD will not provide reimbursement unless a Delegate is present at all sessions of the House of Delegates, including at least one Reference Committee Hearing, and his or her badge is scanned upon adjournment.

FLORIDA AGD at AGD HOUSE OF DELEGATES MEETINGS:

The Florida AGD will reimburse Delegates for up to an additional two (2) hotel nights, and two (2) days per diem, at the same rate as the AGD – currently \$75 per day. Though encouraged, same-gender room-sharing is not required for this meeting.

For the AGD House of Delegates meeting, the FLAGD utilizes its own *Expense Reimbursement Report*, a copy of which will be made available to Delegates at or before the *Regional Caucus* and should be completed and returned to the *FLAGD's Executive Director* or *Treasurer* at or following the final session of the House of Delegates.

TRAVEL POLICY

Page 10:

The only documentation required for FLAGD reimbursement for designated Delegates is a copy of the paid hotel bill. Therefore, Delegates are advised to request at least three (3) copies of their Hotel bill on the morning of the final session of the House. One copy must be attached to the AGD's Reimbursement Form. Another copy will be attached to the FLAGD Form. The third copy may be retained by the Delegate for his/her records. The necessary copies can be obtained at the front desk of the hotel.

No additional reimbursements will be paid for attendance at the AGD Annual Meeting by the FLAGD, unless specifically approved in advance by the FLAGD Board of Directors, for one meeting only. This includes additional hotel nights, side travel, etc. Therefore, **please do not request reimbursement for any other expenses and do not submit any other documentation.**

Payment from Florida AGD will be in the form of a check. Please allow up to four (4) weeks to receive reimbursement from the FLAGD. In addition, the Florida AGD will adhere to the 90-day deadline for submission of reimbursement requests.

AGD MEETINGS & CONFERENCES

One or more FLAGD members may be requested or required to attend other Meetings & Conferences sponsored by the AGD, most of which are usually held in close proximity to the AGD Headquarters (Chicago, IL). These may include the following:

- 1) The Leadership Conference
- 2) The National Editor's Conference
- 3) The National Conference on Membership
- 4) Public Information Director's Meeting
- 5) New, Young or Future Leaders Development Conference

ATTENDANCE

Unless the AGD or the Meeting dictates which FLAGD Officer or Member will attend, the FLAGD Board of Directors will determine, in advance, which member(s) are authorized to attend a given AGD meeting at the expense of the FLAGD.

REIMBURSEMENT

If the AGD does not reimburse all or part of a member's attendance at a given meeting, the FLAGD reimbursement for attendance at these conferences will follow the guidelines, procedures and policies stated above. Funds for such reimbursement will be paid from the Special Project.

GUIDELINES

As delineated above, same-gender room-sharing is the policy of the FLAGD for all travelers attending approved national AGD meetings, other than the AGD House of Delegates. Therefore, unless a member is authorized to attend alone, a member who is able to share a room with another FLAGD member authorized for reimbursement, and who chooses not to share a room will be reimbursed one-half of the prescribed hotel rate for the length of the conference.

If there are an odd number of attendees, then the "extra person" will not be penalized by having to pay half the hotel expense. That person's room will be completely covered under the provisions of this travel policy.

APPEALS

As in all matters, the FLAGD Board retains the ultimate decision-making authority to approve individual changes to the Travel Policy on a case-by-case basis, or to amend the Travel Policy as needed.

FLORIDA ACADEMY OF GENERAL DENTISTRY

TRAVEL POLICY - SUMMARY

AIR TRAVEL

1. Lowest possible internet, 21 day advance, economy / coach fare.
2. No reimbursement for travel agency fees, fees for paper ticket, airline phone reservations charges or personal travel add-ons.

GROUND

1. Personal Auto:
 - a) IRS rate per mile
 - b) Tolls
 - c) Hotel Parking
2. Air:
 - a) Transportation to and from Airport
 - b) Tolls
 - c) Airport parking (max \$20/day)
 - d) Airport or Hotel Shuttle or Rental Car (see *FLAGD Travel Policy*)

HOTEL

1. Dictated by Meeting schedule
2. Contracted rate at headquarters hotel
3. Room sharing (same-gender) may be required (see *FLAGD Travel Policy*)

PER DIEM

1. \$75.00 per day
2. Covers meals, incidental transportation, portage, baggage handling and storage, tips, etc.

EXCLUSIONS – Non-reimbursable Expenses

1. On-line computer access charges (unless pre-authorized).
2. Mini-bar charges.
3. In-room movies or personal entertainment expenses.
4. Fitness Center and salon charges.
5. Personal items such as clothing, luggage, grooming aids and reading materials, etc.
6. Paper-tickets rather than electronic tickets.
7. Airline club, rental car memberships or personal credit card fees.
8. Personal amenities such as, massages, theater & sports tickets, sightseeing, valet or concierge services, etc.
9. Haircuts, shoe shine and beauty parlor services.
10. Laundry & dry cleaning.
11. Alcoholic Beverages.

APPEALS

Referred to the Board of Directors.