

FINANCIAL & ACCOUNTING PROTOCOLS

Addendum - B

Travel Policy

(Addendum - T)

FLORIDA ACADEMY OF GENERAL DENTISTRY

TRAVEL POLICY

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PURPOSE

- To provide the Florida Academy of General Dentistry (FL AGD) Board Members, Management and Staff, **and any other traveler on FL AGD Business** with a superior level of reimbursement & expense compensation and increase 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:

Executive Director

Board Members (Officers and Directors-At-Large)

Council & Committee Chairs, on a “selected” basis

Dental School Student Liaisons to the Board

The FL AGD 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, by most Board Members.

Thus, for a FL AGD Meeting within the State of Florida, the FL AGD will not reimburse Board Members for an overnight hotel stay the night before or after the Meeting, **unless the provisions of under *Hotel Accommodations, Board Meetings, on page 3* are met.** However, 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.

All travel, other than scheduled Florida AGD Board Meetings, must be preapproved.

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

Requests for reimbursement payment must include a completed FL AGD ***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 Florida AGD reimbursable 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.

2) 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.

3) Once travel has been booked, any fees associated with cancellation or change to the ticket will not be reimbursed unless approved by the FL AGD Board.

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4) 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, the FL AGD 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 **begin** travel later than 11:00 PM, in the time zone of their destination city.

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

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

7) In the event that an airfare exceeds **\$600**, a request must be sent to the FL AGD Board for approval prior to securing the reservation. In some cases, FL AGD may offer recommendations to alter schedules or provide the Traveler with an "earned" complimentary ticket.

8) 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 FL AGD will be reimbursed for their ticket at the lowest available fare. However, Frequent Flyer Miles accrued by the Traveler, while traveling on FL AGD business, are the property of the Traveler.

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

10) Airline compensation vouchers for Traveler's who wish to volunteer their seats for compensation, will remain the property of the Traveler. However, their participation in the FL AGD or National Meetings should not be compromised in any way.

11) 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 FL AGD-funded Travelers are strongly encouraged to stay at the FL AGD contracted or approved hotel. This is because the contracted hotel generally offers the FL AGD certain amenities and/or discounted room rates based on the number of "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. **A Member's frequent 'stayer' preference will not take precedence over the need to book at the contracted hotel.**

2) Frequent guest points earned during the course of FL AGDfunded business travel remain the property of the Traveler. **Again**, this should play no part in choosing to stay at a non-contracted/non-meeting Hotel.

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 FL AGD traveler,

the traveler will be responsible for the rate difference.

4) The Florida AGD is not in the business of hotel room booking. Therefore, the FL AGD Traveler will need to book and pay for their hotel room with their own personal or business credit card.

5) In the very rare event that rooms are booked and paid in a block by the FL AGD, travelers will still need to present a personal credit card upon checkin for incidentals. In this case, the FL AGD will not pay any hotel reimbursement to the traveler, and no hotel receipts are required.

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6) With respect to reimbursement, the FL AGD will reimburse only for the hotel room, at no more than the “contracted” rate, plus taxes and resort fees (if applicable). Thus, a copy of the hotel bill must be submitted with the appropriate reimbursement form.

7) If two travelers do 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 separate copy of the 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 FL AGD authorized.

Board Meetings:

- 1) All Board Meetings, with the exception of the one held in conjunction with the FNDC, will start at 9 AM.
- 2) The Florida AGD will reimburse the attending Board Member for one night (the night prior to the meeting) room stay, if said Board Member travels over 100 miles, one-way, to attend. And, stays at the Meeting Hotel or a less expensive venue.

GROUND TRANSPORTATION

Travelers will be reimbursed for mileage of roundtrip travel from their home to airport or the meeting location, based on current I.R.S. (\$ amount per mile) guidelines, if the traveler utilizes their own vehicle. However, 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. At the destination location, it is expected that airport shuttle services be used whenever possible, unless a less expensive mode of transportation can be obtained.

Rental Cars: In-State

General

Rental Cars are not generally feasible for travel for In-State Meetings. However, if it less expensive to use a rental as opposed to the Traveler’s Personal Automobile, then this mode of transportation will be approved and reimbursed. If a Rental is used, at no time will mileage be paid in addition to the cost of the Rental. All the below listed provisions will apply whether for in-state or out of state meetings. Please note, that upon adjudication, as related, the least expensive means of transport will be determined & reimbursed for. Further, Tolls will be reimbursed whether the Traveler uses their Personal Auto or a Rental is utilized.

- 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 FL AGD members attending the same meeting. Rental cars are only reimbursed if it is determined that a rental is the least expensive means of providing ground transportation.

2) Receipts for gasoline for rental cars must be submitted with the Travel Expense Voucher.

3) Any FL AGD Traveler renting a car using the FL AGD credit card must purchase reimbursable *Collision Damage and Liability Insurance*, in addition to any personal insurance they may have.

4) If the use of a personally leased rental car is the least expensive mode of transport, the FL AGD will not reimburse the traveler for fees for optional equipment & services, nor optional insurance coverage.

5) Limousine or “car” service will not be authorized unless it is determined to be the least expensive method of transportation. Otherwise, travelers utilizing a limousine or car service will only be reimbursed at the shuttle rate.

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Rental Cars: Out-of-State

1) As related in 5) above only the “least expensive” mode of transport will be reimbursed. This is especially true for transportation to and from the destination airport and the meeting site.

2) If a rental is the most economical means, please be aware that only the day of arrival and the day of departure will be reimbursed.

3) Overnight Parking will not be compensated for unless the total of all associated expenses are less than the cost of a 2-way shuttle.

Personal Automobile Usage:

1) Travelers who utilize their personal automobile for FL AGD travel will be reimbursed for actual mileage based on current I.R.S. guidelines. A “mapquest” or similar type printout must be submitted to obtain reimbursement for this line item.

2) Tolls will require a “Sun-Pass” printout for reimbursement.

3) 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.

4) 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.

5) Tolls to and from the traveler’s home and airport will be reimbursed, as above.

6) Selfparking at the airport will be reimbursed, up to a maximum of \$30 per day, provided that appropriate receipts are submitted. The Florida AGD Traveler will not reimburse for Valet or VIP Parking. Neither will any additional service, e.g. car wash, etc., be compensated for.

7) Travelers are responsible for any parking fines, related towing fees and/or traffic tickets incurred while traveling on FL AGD business.

8) Gasoline charges will not be reimbursed since they are covered under the standard mileage allowance.

PER DIEM

1) The per diem rate for each day of official FL AGD funded business travel is currently \$75/day.

2) This per diem rate is intended to **cover** expenses for incidental transportation, portage, baggage storage & handling, tips, and meals not otherwise 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, e.g., one day's per diem will be paid for a one-day meeting, etc., and not for any travel days.

a) For the purpose of this policy "incidental transportation" refers to travel within the Meeting City. Such as going out for Meals and/or Entertainment. These come out of the daily per diem and as such should not be billed or expected for additional reimbursement.

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NONREIMBURSABLE EXPENSES

Alcoholic Beverages - General Guidelines:

Alcoholic Beverages are strictly non-reimbursable under any circumstances.

Other Nonreimbursable Expenses include, but are not limited to:

- 1) Tips & gratuities
- 1) Online computer access charges, e.g. Wi-Fi (unless preauthorized).
- 2) Minibar charges.
- 3) Inroom movies or personal entertainment expenses.
- 4) Fitness center and salon charges.
- 5) Personal items such as clothing, luggage, grooming aids and reading materials.
- 6) Papertickets 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 the airline.
 - 13) Flight change fees, cancellation fees, or trip insurance

EXPENSE REIMBURSEMENT PROCESS

FL AGD-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 FL AGD Headquarters Office within three (3) weeks following completion of the FL AGD business trip. **The FL AGD will not pay any reimbursement request received more than sixty (60) 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. In the unlikely event that air and/or hotel costs are paid directly on the FL AGD corporate credit card, a receipt or folio must still be submitted as documentation and retained in the FL AGD files.

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

5) **Members are required to stay for the duration of the meeting(s) they attend or risk forfeiting 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.

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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 section of the Policy & Procedure Manual of the Florida AGD in order to receive reimbursement for FL AGD 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 FL AGD Board Members with voting privileges. However, their expenses to attend FL AGD Board Meetings **will not** be reimbursed by the FL AGD. Component Directors should submit their reimbursement requests directly to their respective FL AGD Component.

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

OTHER PARTICIPANTS

COUNCIL AND COMMITTEE CHAIRS:

The Chairs of the Membership Council, the Continuing Education and the Legislative Committees are expected to attend all FL AGD Board meetings and will be reimbursed in the same format as Executive Council members.

When the FL AGD 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 an Officer or Director-At-Large, and not additionally as a Council or Committee Chair. The FL AGD 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 FL AGD 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 a directly & solely sponsored FL AGD 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 FL AGD member is eligible for reimbursement for attending any Continuing Education Seminar, unless this expense has been pre-approved by the FL AGD Board of Directors prior to the CE Event.

Reimbursement of the CE Chair for attending any other CE Meeting, Lecture, or Seminar, must be pre-approved by the Executive Board prior to said CE Event.

DESIGNATED LIAISONS TO THE BOARD OF DENTISTRY:

It is the will of the FL AGD Board to pay the travel expenses of one Board Member or another designated FL AGD 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 FL AGD will fund only one Liaison to each Board of Dentistry meeting.

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

DESIGNATED REPRESENTATIVES TO MEETINGS OF ALLIED ORGANIZATIONS:

It is particularly important for the Florida AGD Members, and especially, Board Members to be aware and informed as to what is going on with respect to **other** allied and affiliated (dental) organizations. Therefore, at times, it is advantageous and necessary to have an individual from the FL AGD observe and/or represent us at these hearings, meetings and conferences. When attendance is necessary and desirable, it would behoove the FL AGD 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 our 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, our designated representative can 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 amount 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 would be as follows:

Hotel: Hotel stays are not reimbursable, unless the ancillary meeting started so early as to not afford the FL AGD 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 11:00 PM.

Travel: Under no foreseeable circumstance would transportation expenses 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.

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STUDENT DELEGATES

QUALIFICATIONS:

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

Further, 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 representatives 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:

There is no Per Diem for Student Delegates.

REGIONAL OFFICERS

REGIONAL DIRECTOR:

The *Regional Director* (RD) is requested and encouraged to attend all FL AGD Board Meetings and functions, especially considering that the major Constituent in Region XX (20) is the Florida AGD.

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 FL AGD 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.

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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.

4) The Regional Director cannot be reimbursed by both his / her Component and Region 20.

REGION TRUSTEE:

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

The cost of travel to attend FL AGD 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 FL AGD 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 their Component.

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.

AGD ANNUAL HOUSE OF DELEGATES MEETING

The AGD House of Delegates, starting in 2017 will be held in Chicago, IL sometime in the Fall (November) of each successive year.

All aspects of this meeting are determined by the National 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*. **We designated as Region 20.**

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

AGD REIMBURSEMENT

The National 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), the cost of round trip shuttle service between the airport and 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 its own *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 generally 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 REPRESENTATIVES at AGD HOUSE OF DELEGATES MEETINGS:

Hotel and Per Diem:

The Florida AGD will reimburse Delegates only for up to an additional one (1) ~~two (2)~~ hotel nights, and one (1) ~~two (2)~~ days per diem, at the same rate as the AGD's – currently \$75 per day.

If the Delegate travels with family and/or others occupy the delegate's room, and this, in turn, requires a room charge in excess of the prescribed AGD Rate, then the Delegate will pick up this excess as an "out-of-pocket" expense. This also hold true for all Florida Meetings.

Parking – Home (Departure) Airport:

The Florida AGD will reimburse Delegates to the Annual HOD for Parking at Departure Airport for the number of days amount in excess of what can be expected to be paid for by from the AGD. However, the AGD's prescribed daily limit on parking fees will also be adhered to by the Florida AGD.

The Florida Delegates will not be reimbursed for Valet or VIP Parking. Neither will any additional services, e.g. car wash, etc., be compensated for.

However, with respect to “personal travel” prior to or after the meeting’s conclusion, reimbursement for Airport Parking during these times will also not be reimbursed.

As with all other Florida AGD Travel, proper & complete documentation must be provided to receive reimbursement for the Delegate’s expenses. At no time will just a copy of a ‘line item’ on a credit card statement be acceptable for documentation. Thus, an actual Receipt must be presented.

Parking – Meeting Hotel:

If a Rental Car is utilized to transport the Delegate to the Meeting Hotel and/or return to Airport, Parking before, during, or after the Meeting will not be reimbursed by the Florida AGD.

If, on the other hand, the Delegate drives from Home to the HOD location, in that circumstance Hotel Parking during the duration of the Meeting will be reimbursed. However, it is suggested that alternate means of Parking be sought. Once again, no matter what location is utilized for Parking, under no circumstance will Valet or VIP Parking be compensated for.

Protocol for Reimbursement:

For the AGD House of Delegates meeting, the FL AGD 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 *FL AGD’s Executive Director* or *Treasurer* at or following the final session of the House of Delegates.

The only documentation required for FL AGD reimbursement for designated Delegates is a copy of the paid Hotel Bill, ~~and the parking receipt, if that is appropriate.~~ 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 FL AGD 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 other expenses or additional reimbursements will be paid for attendance at the AGD Annual HOD Meeting by the FL AGD. 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 your reimbursement from the FL AGD. In addition, the Florida AGD will adhere to the **60-day deadline** for submission of reimbursement requests.

PLEASE NOTE: The AGD’s Hotel Rate is the Amount prescribed by the AGD for Total Daily Reimbursement. The FL AGD uses the same rate advanced by the AGD. Therefore, any request for reimbursement that is higher than this published rate will not be reimbursed by the FL AGD.

AGD MEETINGS & CONFERENCES

One or more FL AGD 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 Officer's Meeting
- 5) New, Young or Future Leaders Development Conference

ATTENDANCE

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

REIMBURSEMENT

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

APPEALS

As in all matters, the FL AGD 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 \$30 / day)
- d) Airport or Hotel Shuttle or Rental Car (see *FL AGD Travel Policy*)

HOTEL

1. Dictated by Meeting schedule
2. Contracted rate at headquarters hotel
3. Checked baggage - only first bag for 1 to 4-day Meeting

PER DIEM

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

EXCLUSIONS – Nonreimbursable Expenses

1. Tips & gratuities

2. In-room or airline internet charges or Online computer access charges (unless preauthorized).
3. Room service (or any other food & beverage charges) & Minibar charges.
4. Inroom movies or personal entertainment expenses.
5. Fitness Center and salon charges.
6. Personal items such as clothing, luggage, grooming aids and reading materials, etc.
7. Papertickets rather than electronic tickets.
8. Airline club, rental car memberships or personal credit card fees.
9. Personal amenities such as, massages, theater & sports tickets, sightseeing, valet or concierge services.
10. Laundry & dry cleaning.
11. Haircuts, shoe shine and beauty parlor services.
12. **Alcoholic Beverages.**

DOCUMENTATION:

1. Common carrier itemized travel receipt
2. Auto: Mapquest type printout for all auto travel
3. Hotel receipt
4. Parking receipt -- airport or at meeting site
5. Baggage charge receipt (1st bag only)
6. Rental car, shuttle, etc. receipts
7. Actual gas receipts

APPEALS

Referred to the Board of Directors

TRAVEL POLICY

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FLORIDA ACADEMY OF GENERAL DENTISTRY

TRAVEL POLICY - AMENDMENTS

AMENDMENT # 1 - CE:

As an incentive, the following has been added to our Travel with respect to Attendance at CE programs presented directly by the Florida AGD.

Starting in (Jan, 2018) [the first program of the new fiscal year 2017-2018], in order to encourage greatly participation by our Board Members in our CE Programs, the Florida AGD will reimburse for expenses an incurred for overnight stay, for the night prior to the day the CE Program begins. Of course, this, as with all Hotel reimbursement, will be at the contract Hotel Rate at the CE Venue or a lesser rate at alternate hotel.

However, no other travel related expenses will be reimburse. These non-reimbursable expenses would include, but are not limited to: Travel (mileage), Tolls, Parking, Transfers, Meals &/or Per Diem. These are already reimbursable under Board Meeting Travel.

Please NOTE: The above stated policy is predicated on the fact that the Board Member requesting CE stay reimbursement does in fact attend the Board Meeting that follows.

AMENDMENT # 1 - GROUP MEALS:

It has come into question whether Group Meals are appropriate and further whether the Florida AGD should bear the cost of these meals.

In certain circumstances this is already covered under separate Policy. For example, the Region 20 Caucus Luncheon at the House of Delegates.

This clarification of Policy deals specifically with what has become a bit of tradition, that being a Group Dinner the evening prior to our Board Meetings following a CE Program directly sponsored by the Florida AGD.

To be fair to all, (ideally) this Dinner should be attended by the majority of Board Members in attendance. It should be held at a 'moderately' priced restaurant. Further, Board Members may attend with guests. However, guests' meal(s) will not be subsidized by the FL AGD and it is required that their meal(s) should be under separate check, and paid for by the Board Member.

And, in keeping with Florida AGD Policy, **alcohol consumption** is an individual choice. But, FL AGD Policy clearly states that the complete cost of this consumption including tax & tip will be borne by the individual consumer. And, under no circumstance will ever be reimbursed by the FL AGD. Thus, at no time should these items appear on the 'Master Bill'.

Any exception (excluding the consumption of Alcohol provision) to the above stated Policy must be voted upon by the entire Board.