

SPEAKER REIMBURSEMENT POLICIES

The following policies were adopted by the Governing Council of the Texas Environmental Health Association on August 3, 2007.

The Governing Council will determine Speaker Expense Budget as part of the adoption of the Annual Budget. The purpose of this policy is to outline the expenses that will be approved and methods of reimbursement for speakers at TEHA Educational Conferences. Approval of speaker expenses are to be based on the importance and popularity of the section topics covered at the Educational Conference.

The speaker's budget can be used to support speaker travel, or speaker fees. . **Due to the large amount of speakers TEHA has at the Educational Conference, we are not able to provide assistance to everyone. It is always helpful to have speakers from the area and speakers who are funded by their agency to attend and present.**

Program Chairs must submit a **draft** budget to TEHA Governing Council no later than the April Meeting immediately prior to the annual conference detailing the speaker travel expenses for that year including all anticipated travel and speakers fees

Expenses other than travel require an official letter from the Executive Secretary-Treasurer stating the level and degree of support TEHA will provide. This is an extremely important element in making sure that all parties involved know exactly how much compensation has been promised.

Upon request, travel reimbursement may be considered for expenses including transportation to and from the conference, meals, and lodging in accordance with the Speaker Travel Reimbursement Policy below.

Chairs may offer speakers complimentary registration to the conference to include earning continuing education hours for the sessions attended.

All offered support is contingent upon their participation and is reimbursed after the conference, unless otherwise required. TEHA only reimburses up to the amount agreed upon by the Program Chair and the Executive Secretary-Treasurer.

Exceptions to this policy may be granted by approval by the Executive Secretary-Treasurer or majority vote of the Governing Council.

SPEAKER TRAVEL REIMBURSEMENT POLICY

Transportation

1. Air travel must be completed using the least expensive fare available. TEHA is equipped to handle flight arrangements through the Executive Secretary.
2. Travel by railway can also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route.
3. Gasoline or fuel cost will be reimbursed rather than mileage. Receipts must be provided for the amount requested.
4. Fuel receipts must be submitted for reimbursement. This fuel cost must not exceed the least expensive air travel via the most direct economy air route.
5. Other ground transportation expenses, such as parking, taxi, bus, shuttles, etc. whether incurred at point departure or upon return, will be reimbursed providing original receipts are submitted. Please note that car rental will not be allowed without prior approval.

Lodging

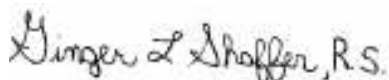
Arrangements will be made by the Executive Secretary and will be based on the length of stay required for the presentation. Items such as personal telephone calls and room service items (e.g. food, movies, and bar) are considered personal expenses and will not be paid by TEHA. Any extended stay beyond the time required for the presentation is at the expense of the presenter.

Meals

Meals reimbursement will be authorized on a case-by-case basis with prior approval. Reimbursement will be for the normal cost of meals and must be accompanied by a receipt. Reimbursement will not be made for alcoholic drinks.

HOW TO OBTAIN REIMBURSEMENT

1. Original receipts for lodging, air, ground, and other related expenses for which reimbursement is being requested are required. These receipts should be submitted to the TEHA Executive Secretary.
2. Submit receipts to TEHA within 30 days after the travel has been completed. TEHA will not reimburse receipts received, which are older than 30 days. The receipts should be sent to the Executive Secretary for approval and payment. Payments will be made by TEHA in a timely manner.



Ginger L. Shaffer, RS
Executive Secretary-Treasurer
August 3, 2007