



## Texas Environmental Health Association

### TRAVEL & SPEAKER POLICIES

**The following policies were adopted by the Governing Council of the Texas Environmental Health Association on April 9, 2005.**

The Governing Council will determine budget sizes. Budget sizes are determined by 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. The offered money cannot go towards alcohol or meals. **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 for approval before a letter of promised compensation or complimentary registration is sent to speakers. An official letter stating the level and degree of support TEHA will provide is an extremely important element in making sure that all parties involved know exactly how much compensation has been promised.

Chairs may offer speakers complimentary registration to the conference to include earning continuing education hours for the sessions attended. Upon request, reimbursement may be considered for expenses including travel to the conference, including travel to the conference. 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.

Out of state speakers expenses eligible for reimbursement include travel, lodging, and car rental or shuttle service, with prior approval noted in the letter of compensation.

All offered support is contingent upon their participation and is reimbursed after the conference. TEHA only reimburses up to the amount promised, Speakers submit their request for reimbursement along the appropriate receipts and the letter they received stating what compensation was promised to them by the Section Chairs.

***Exceptions to this policy may be granted by approval of the majority of the governing council.***

## **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. Other ground transportation expenses, such as parking, taxi, bus, shuttles, etc. whether incurred at point departure or upon return, will be reimbursed providing original 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 the TEHA.

### 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 THEA in a timely manner.