Texas Environmental Health Association

SPEAKER REIMBURSEMENT POLICY

The following policy was adopted by the Governing Council of the Texas Environmental Health Association on April 11, 2014.

The Governing Council will determine the 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 speaker forms to the Executive Director by June 1st. The Speaker forms should include speaker travel expenses for that year including all anticipated travel and speaker fees.

Expenses other than travel require an official letter from the Executive Director 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 as outlined below.

Chairs may offer speakers complimentary registration to the conference to include earning continuing education hours for the sessions attended. Membership fee will not be covered and will be the responsibility of the individual.

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 Executive Director.

Exceptions to this policy may be granted by approval by the Executive Director or majority vote of the Governing Council.
Transportation

Air travel must be completed using the most economical fare available and must be booked by Executive Director. Flight insurance will be required.

Gasoline or fuel cost will be reimbursed rather than mileage. Receipts must be submitted for the amount requested. This fuel cost must not exceed the least expensive air travel via the most direct economy air route.

Other ground transportation expenses, such as parking, taxi, bus, shuttles, etc. whether incurred at point departure or upon return, will be reimbursed provided original receipts are submitted. Please note that car rental will not be allowed without prior approval.

Lodging

Arrangements will be made by the Executive Director 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 actual cost of meals and must be accompanied by a receipt. Reimbursement will not be made for alcoholic drinks. Speakers are expected to make reasonable selections when ordering meals.

HOW TO OBTAIN REIMBURSEMENT

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 Director.

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 Director for approval and payment. Payments will be made by TEHA in a timely manner.

Revisions adopted, April 11, 2014

Jodie Halter, Executive Director

Cindy Corley, President

Revised dates: August 3, 2007; April 12, 2013