

K.Travel Reimbursement Policy

Revised March 2026

Travel

The intention of this policy is to provide reimbursements for expenses associated with volunteer work for the FelineVMA when those costs are kept within the framework of good fiduciary practices for a non-profit organization. The FelineVMA expects that its volunteers work diligently to keep reimbursed expenses as low as possible so the Association stays within budget and does not suffer any financial hardship.

1. Business travel and the incurrence of legitimate expenses to achieve FelineVMA goals is a necessity for the success of the organization. It is the policy of FelineVMA to reimburse Executive Board members and volunteers for all allowable business expenses incurred during FelineVMA-authorized travel associated with fulfilling their Board or volunteer responsibilities.
2. FelineVMA-authorized travel includes biannual Executive Board meetings and other meetings at which Board members are requested to attend as a group.
3. FelineVMA will not reimburse personal expenses or travel expenses associated for unauthorized travel.
4. FelineVMA will not reimburse expenses incurred by family of Executive Board members or volunteers on FelineVMA-authorized travel unless there is a documented medical necessity. A request must be submitted 90 days prior to the meeting for approval consideration by the Executive Committee.
5. There is no direct compensation or remuneration for participation on the FelineVMA Executive Board, Committee, or general Task Force.
6. Board members and volunteers are responsible for the completion of expense reports and submission of all itemized receipts for reimbursement within 30 days of an authorized meeting.
7. Prior to planning any trip on behalf of FelineVMA, it is the responsibility of the Board member to consider if attendance is a necessity and if an alternative, e.g., video conferencing or telephone conferencing, should be explored to reach the same goal.

Reimbursement Policy

1. President, President-elect, Treasurer, Immediate Past President, and other members of the Executive Board, during their terms of service, are provided complimentary registration to any of FelineVMA's continuing education conferences at which a Board meeting is scheduled. Complimentary registration includes the Pre-conference Day but does not include wet or dry labs, workshops, paid tours/events or attendance of guests at paid functions. Board members also receive complimentary registration to the Spring into Feline Medicine eConference.
2. The FelineVMA will reimburse the President, President-elect, Treasurer, Immediate Past President and other members of the Executive Board, during their terms of service for travel expenses by car, train, bus and/or economy/coach class air; meal costs incurred during the days active travel takes place; and hotel room expenses for all in-person Board meetings, or strategic planning/training meetings.
 - a. For the Board meeting held in conjunction with the Annual Conference, board members will be reimbursed for travel to/from the Board Meeting/Conference, meals during the day of travel, and one hotel night stay to allow for attendance at the Board meeting.
 - b. If a Board member encounters restrictions with travel that make it necessary for them to arrive one day early to attend the board meeting, they may request one additional hotel night. Approval must be received prior to purchasing airfare. Additional hotel nights and meal costs to attend the Conference will not be reimbursed. For essential meetings held in conjunction with the Annual Conference, an additional three nights of hotel will be reimbursed for the President and President-elect. Two additional hotel room nights for the Student and

Technician Representative to the Board may be reimbursed in order for them to attend and participate in student and technician activities respectively at the Conference.

3. Air Travel:

- a.** It is assumed that FelineVMA members will research the most cost-effective way to travel to meetings and look for the lowest reasonable expense.
- b.** The FelineVMA will reimburse individuals for air travel at the economy/coach rate on major airline carriers and other low-cost carriers purchased at least 14 days in advance of travel for domestic travel and 30 days in advance for international travel. If the FelineVMA Member is willing to extend their stay before or after the meeting and if the airfare savings by staying the extra night is greater than the additional one night hotel stay, the additional hotel night will be reimbursed by the FelineVMA. It is the responsibility of the FelineVMA Member to document the savings on their expense report (e.g., screen capture/photo at the time of purchase or request of the other cost over the same dates). Any US domestic airfare that exceeds \$700 must receive prior approval to purchase. Some US-based transcontinental flights, those from non-major US hubs, or flights to/from Canada may be more expensive, and airfare that exceeds \$800 must receive prior approval to purchase. International flights outside of North America/Caribbean must receive prior approval to purchase if they are more than \$1200.
- c.** Flights should be booked directly with the airline to avoid booking fees from an online platform or travel agency unless in cases where the fee is minor and two different airlines are necessary to either reduce the rate of the airfare or when the timing of the flight allows the individual to get to their location over the dates of the meeting and at the necessary time. The FelineVMA will not refund any travel agent or convenience booking fees. All comparison savings must be documented (e.g., screen capture or photo of costs at the same time of purchase and over the same dates).
- d.** Flights should be booked from the Member's home location, or alternative address if the cost is similar or lower, which should be documented (e.g., screen capture or photo of costs at the time of booking at the same time of purchase and over the same dates). If travel is required in order to get a Member to a required meeting and they will be traveling directly from another meeting, generally the costs are split with the other organization if it is a multi-trip flight. Approval is needed in this situation before the flight is purchased.
- e.** The FelineVMA does not reimburse flight upgrades to premium or preferred economy, business, or first class. If the Member decides to upgrade, it is the responsibility of the Member to document the cost of the economy flights in order to receive reimbursement for the economy amount (e.g., screen capture or photo of costs at the time of purchase and over the same dates as the meeting).
- f.** If there are no economy seats available on the flight without a minor "preferred zone assignment" fee, the FelineVMA will cover that fee up to \$50. This does not include any upgrades to preferred/premium economy, extra leg room, or business/first class.
- g.** The FelineVMA only reimburses for the first checked bag if the meeting is more than two days in length. For Board Members, this includes the Annual Conference as long as they are attending the Board Meeting and staying for more than two days. If the cost of the overall air travel is less expensive to include a checked bag with the flight purchase than to bring the bag as a carry-on due to added carry-on fees by the airline, it is the responsibility of the FelineVMA Member to document the savings (e.g., screen capture/photo at time of purchase) and submit documentation with reimbursement. Additional checked baggage costs, including overage fees for exceeded weight allowance, are the responsibility of the individual.
- h.** Ground transportation to/from Airport:

- Airport parking will be reimbursed on the days of the meeting. Taxis, ride share, or shuttle services to and/or from the meeting will be reimbursed (or sometimes arranged by FelineVMA). FelineVMA members should research the most cost-effective way to travel to meetings.
 - If a Member elects to drive, and their mileage and total parking is less expensive than taking a roundtrip taxi/ride share/shuttle, then the Member's mileage and total parking will be reimbursed. It is the responsibility of the Member to document the savings on their expense report in order to be reimbursed (e.g., screen capture/photo of the ride share/taxi costs and distance from home to the meeting for mileage). Car rental fees are not reimbursed.
- i. Individual preferences for airlines or hotels due to "affinity programs" or to attain business or first-class upgrades that result in higher costs to FelineVMA are not acceptable.
 - j. If travel is canceled due to an unforeseen issue (e.g., natural disaster, sudden medical issue, pandemic), the FelineVMA will not reimburse costs beyond any cancellation fees.
 - k. Receipts for air travel must include the date of purchase, airline name, flight number, itinerary including flight class level, and applicable taxes, fees, or charges.
- 4. Alternative modes of travel:**
- a. The FelineVMA will reimburse for train or car travel if the cost does not exceed the cost of economy/coach airfare. It is the responsibility of the FelineVMA member to document the comparative costs on their expense report (e.g., screen capture or photo of costs at the time of purchase and over the same dates). Automobile reimbursement is based on the current IRS mileage rate. Current rates can be found on the reimbursement form.
 - b. When traveling by car, parking at the Conference facility is reimbursable on the days of the Board meeting.
 - c. Cost of gas used in automobile travel is not a reimbursable expense since gas used is covered by the mileage rate.
 - d. A map detailing the route with the estimated mileage must be submitted with the reimbursement form.
 - e. Highway toll expenses are reimbursable and charges incurred must be accompanied by a receipt or detailed on a report (i.e., EZPass, receipt).
- 5. Meals:** Members are expected to participate in group meals that are provided at meetings and Conferences. Costs for meals purchased individually at a time when no group meals are scheduled are reimbursed up to a maximum of \$75 per day (including tips). Meal expenses will vary depending on the city. Some Tier 1 cities are more expensive and up to \$85 per day may be reimbursed. For Board members, meal costs incurred during the Conference are not reimbursed unless they are associated with travel days (even if return trip is days later) and not covered by a group meal provided with the meeting. If the President and/or President-elect is needed for essential meetings held in conjunction with the Annual Conference, meals for the days that require meetings will be reimbursed according to the policy above. Members should include a receipt with their expense report that includes name of the restaurant, date and time of purchase, items ordered, and gratuity if applicable.

6. Hotel: If the FelineVMA has arranged for a block of rooms at a hotel, the Member should stay at that hotel. For other events, Members should book within the Conference room block when possible or at a hotel with a lower rate.
 - a. For approved meetings which require overnight travel, if needed, early check-in will be reimbursed up to \$75. For domestic flights, which require very early morning travel in order to arrive at the destination on time for the meeting, early check-in will be reimbursed up to \$75, if total travel time is over six (6) hours.
7. Entertainment expenses, e.g., meals with guests, should have a clear and legitimate FelineVMA business purpose indicated on the expense reimbursement form. The receipt must list all attendees and their Association with the FelineVMA. Request for approval of activities should be submitted 14 days in advance to ensure costs are covered in the budget.
8. Non-reimbursable items to all FelineVMA members include: late check-out hotel fees, in-room movies, drinks and Wi-Fi on planes, toiletries, entertainment, taxis to restaurants (unless there is no restaurant within walking distance or a group event that must be attended), personal reading materials, sports activities during meeting, charges as a result of FelineVMA member canceling a ride share/taxi or hotel reservation, luggage beyond one checked bag, gifts to other guests, haircuts/hairstyling, traffic tickets, and health/fitness center fees.

Student and Technician Representative to the Board

1. The Student and Technician Representatives to the Board are provided up to two additional hotel nights at the FelineVMA Annual Conference in order for them to attend and participate in student and technician activities respectively at the Conference.
 - a. The Student Representative will be asked to participate in the Student Social, receptions, networking with other students when possible, and help at the FelineVMA Exhibit Hall Booth to answer any student questions if needed.
 - b. The Technician Representative will be asked to participate in the Royal Canin Technician Luncheon (if held), Technician Track moderator as needed, and networking with other technicians when possible, and help at the FelineVMA Exhibit Hall Booth to answer any technician questions if needed.

AVMA Delegate and Alternate Delegate

1. AVMA policy now states that delegates and alternate delegates are entitled to reimbursement from AVMA for round trip economy/coach airfare plus up to three nights hotel expenses incurred while attending the Regular Annual and Winter Sessions of the AVMA House of Delegates. AVMA Delegates receive free registration to the Veterinary Leadership Conference. In addition to AVMA reimbursement, the FelineVMA will reimburse its AVMA Delegate/Alternate for ground transportation, including highway tolls or taxi/ride share. Automobile mileage is reimbursable at the current IRS mileage rate detailed on the reimbursement form. Parking at either the airport, or at the Conference facility, is reimbursable for up to 3 days. Delegates are expected to participate in Conference meals and all House of Delegates and Reference Committee activities when in attendance. If meals are not provided, they may be submitted for reimbursement according to the meal reimbursement policy noted above.

FelineVMA Representatives to Associations/Organizations

1. No FelineVMA Member shall move forward with any travel or representation on behalf of the FelineVMA without prior approval. Requests must be submitted through the FelineVMA Headquarters by November 15 of the prior year in order to be budgeted, except in extraordinary situations where they will be evaluated on a case-by-case basis. Any FelineVMA representative will be subject to follow the Reimbursement Policy.
2. Members who travel to speak for the FelineVMA's sponsorship at South American conferences may be required to submit estimated travel charges in order to be budgeted for the following fiscal year.