6-15-1992

Letter to SEAALL Executive Board regarding 1992 Board meeting, June 15, 1992

Sue Burch
MEMORANDUM

June 15, 1992

TO: Executive Board
FROM: Sue Burch
RE: Travel Reimbursement

Mary Cross and I have been discussing SEAALL's travel reimbursement policies for the past month, and I have revised and added to our existing document. These procedures are intended to be guidelines -- I realize that each meeting and Institute has its own peculiarities and that we need to be flexible in handling expenses.

Please look over this material for our Board meeting in San Francisco. I have never been a Program Chair or Local Arrangements person, so I may have forgotten things. Please feel free to let me know what you feel will work or won't!

After doing this, I STILL have questions and perhaps some of you may have the answers.

Questions on the 1-sheet procedures document:

1. Is requesting an expense budget four months in advance asking too much? Are arrangements pretty well settled by then?

2. I suggest (in the first paragraph) that the proposed budget go to all Board members for review. Do you agree?

3. I thought it should be the Treasurer's responsibility to send out the reimbursement forms before the Institute and the Annual Meeting begin, as well as the Reimbursement Guidelines. This will reinforce to the speakers what items we are reimbursing, and it will let the Treasurer know from whom to expect forms.

4. After the Program Chair verifies the requested expenses, he/she can fax or mail the request to the Treasurer for payment.
Questions on the forms:

1. Are there other kinds of expenses that should be listed on the proposed expense budgets?

2. Do we need separate expense forms for SEAALL members? If so, should we have a statement at the bottom stating our policy that "The Chapter may waive the Annual Meeting registration fee for a member speaking in a program, but will not provide reimbursement for any travel expenses"?

3. I was trying to streamline the procedure. Have I made it too confining or rigid? The proposed expense budget forms are just guidelines. The chairs may have their own format they want to use for their proposed budgets. Have the chairs ever submitted budgets, or have they just discussed expenses informally with the President and other Board members?

Thanks for looking this over. See you next month!

/m

attachments

cc: Pam Williams
    Donna Bausch
TRAVEL EXPENSE REPORT [AND PROCEDURES]

[Four months before the Annual Meeting, the Local
Arrangements Committee Chair, the Program Committee Chair and
the Education Committee Chair shall submit proposed expense
budgets (attachments A, B & C), as well as the names and
addresses of guests and speakers, to the Executive Board for
review.]

[Travel expense report forms (attachments D & E) shall be
mailed to speakers/guests of the Annual Meeting and Institute
by the Treasurer one month before the meeting and Institute
begin. A copy of the SEAALL Expense Reimbursement Guidelines
and Policies shall also be mailed to each speaker/guest.]

Speakers at the Annual Meeting shall submit a travel expense
report supported by original receipts for all expenses over
$10 to the [Program Committee Chair] within 10 working days
of the end of the Annual Meeting. [After approving the
report, a copy will be forwarded to the Treasurer for
reimbursement.]

Speakers at the Institute shall submit a travel expense
report supported by original receipts for all expenses over
$10 to the Education Committee Chair within ten working days
of the end of the Institute. [After approving the report, a
copy will be forwarded to the Treasurer for reimbursement.]

Chapter officers or members attending workshops and other
training activities, as approved by the Executive Committee,
shall submit a travel expense report supported by original
receipts for all expenses over $10 to the Treasurer within 10
working days of the end of the workshop or training activity.
SEAALL Annual Meeting
Proposed Expense Budget
Submitted by Local Arrangements Chair

Hotel (or Conference Site) Expenses:
  Food
  Meeting Rooms
  Equipment

Entertainment

Local Arrangement's
Out of Pocket Expenses:
  Printing
  Registration Forms
  Postage
  Handouts
  Other

Vendor Support
SEAALL Annual Meeting
Proposed Expense Budget
Submitted by Program Committee Chair

List of Speakers:
Names, addresses, phones
(List items and approximate costs approved for reimbursement for each speaker.)

Travel
Hotel
Meals
Other

Other Program Expenses (list)

Vendor Support
SEAALL Institute
Proposed Expense Budget
Submitted by Education Committee Chair

List of Speakers:
Names, addresses, phones
(List items and approximate costs approved for reimbursement for each speaker.)

Travel
Hotel
Meals
Other

Other Institute Expenses:
Meeting Room
Equipment
Food
Other

Vendor Support
Southeastern Chapter
of the American Association
of Law Libraries, Inc.

TRAVEL EXPENSE REPORT: NON-SEAALL MEMBER
ANNUAL MEETING

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<th>DATE:</th>
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<tbody>
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<td>NAME:</td>
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<td>ADDRESS:</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>AmountRequested</th>
<th>(original receipts must be attached)</th>
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<tbody>
<tr>
<td>Registration fee</td>
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<td>Waived</td>
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<td>Hotel</td>
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<td>Meals</td>
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<td>Transportation - by car</td>
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<td>mileage @ .22 per mile, ___ miles</td>
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<td>Transportation - by air or train</td>
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<td>Taxi, limo, van to &amp; from hotel site</td>
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<tr>
<td>Other (explain)</td>
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**TOTAL**

This form must be returned WITHIN 10 DAYS of the end of the Institute to: Program Committee Chair, address and phone.

Any questions should be directed to Program Committee Chair or SEAALL Treasurer, address, phone.

* * * * * * * * *

Approved _________ Education Committee Chair
Check mailed _________ Treasurer
Southeastern Chapter of the American Association of Law Libraries, Inc.

TRAVEL EXPENSE REPORT: NON-SEAALL MEMBER INSTITUTE

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<thead>
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<td><strong>TOTAL</strong></td>
<td></td>
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</table>

This form must be returned WITHIN 10 DAYS of the end of the Institute to: Education Committee Chair, address and phone.

Any questions should be directed to Education Committee Chair or SEAALL Treasurer, address, phone.

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Approved ___________ Education Committee Chair

Check mailed _______ Treasurer
CHAPTER ANNUAL MEETING EXPENSES

General Policies and Expectations

The Southeastern Chapter expects members of the Chapter to attend the Annual Meeting at their own expense or the expense of their employing institutions. The Chapter will waive the Annual Meeting registration fee for a member speaking in a program but will not provide reimbursement for any travel expenses.

The Chapter expects to provide full reimbursement of reasonable travel expenses for speakers who are not members of the Southeastern Chapter and who are not employed in law libraries located within the geographical boundaries of the Chapter, as provided below.

The Chapter also expects that law librarians working at institutions within the geographic boundaries of the Chapter should be Chapter members. Law librarians within the geographic boundaries of the Chapter cannot seek reimbursement as outside speakers, regardless of Chapter membership status.

Transportation

Transportation authorized for Chapter speakers includes automobile, rail, airlines, buses, taxicabs, and other usual means of conveyance. Travel should be by the most economical mode of transportation consistent with reasonable convenience.

A. Air travel is to be coach or economy class.

B. Automobile travel shall be reimbursed per mile to the extent allowed under federal regulations, plus the cost of tolls and parking. The reimbursed cost for mileage cannot exceed what would have been the cost for coach or economy airfare.

C. Taxicabs may be used in cases where less expensive means of public transportation are unavailable or demonstrably less convenient. When transportation to and from airports by public transportation, airport limousine, or bus is available and convenient, it should be used in lieu of a taxi.
Hotel Accommodations

A speaker at the Annual Meeting of the Chapter will be provided a single room for the evenings prior and following his or her program, consistent with overall policy of reducing the total reimbursable costs to the Chapter. This may include an additional night’s lodging and meal costs if they would result in a significant savings in airfare due to travel on a particular day of the week.

Meals

The Chapter expects that speakers will participate in planned meal functions at the Annual Meeting to take advantage of group pricing structures. At other times, meal expenses per day should not exceed $60.00, including tips.

Tipping

Appropriate tips are an allowable expense. The following general guidelines should be followed:

- Food Servers 15% of meal cost
- Taxi Drivers 15% of fare
- Bellboys $1.00 per bag

Honoraria

Generally, the Chapter expects not to pay honoraria to speakers at the Annual Meeting. The Chair of the Program Committee may offer a nominal honorarium of $100 to a speaker of national or international reputation, following consultation with the President and Local Arrangements Committee Chair. The Executive Committee must approve in writing the offer of an honorarium that exceeds $100.

INSTITUTE EXPENSES

General Policies and Expectations

The Southeastern Chapter expects members of the Chapter to attend a Chapter Institute at their own expense or the expense of their employing institutions.
The Chapter expects to provide full reimbursement of reasonable travel expenses for speakers who are not members of the Southeastern Chapter and who are not employed in law libraries located within the geographical boundaries of the Chapter, as provided above for speakers at the Annual Meeting. In addition, because an institute requires significant preparation, the Chapter may, with the approval of the Executive Committee, offer a significant honorarium to an Institute speaker.

WORKSHOP & TRAINING EXPENSES

General Policies and Expectations

The Southeastern Chapter expects members of the Chapter to attend workshops and other training activities related to their duties as Chapter officers, newsletter editors, and the like at their own expense or the expense of their employing institutions if those are held during the time of the AALL Annual Meeting or the Chapter Annual Meeting. If a workshop or other training activity is offered immediately before or after the AALL Annual Meeting, the Executive Committee may authorize reimbursement for the additional night(s) at the hotel and for meals.

TRAVEL EXPENSE REPORT

Speakers at the Annual Meeting shall submit a travel expense report supported by original receipts for all expenses over $10.00 to the Local Arrangements Committee Chair within ten working days of the end of the Annual Meeting.

Speakers at the Institute shall submit a travel expense report supported by original receipts for all expenses over $10.00 to the Education Committee Chair within ten working days of the end of the Institute.

Chapter officers or members attending workshops and other training activities, as approved by the Executive Committee, shall submit a travel expense report supported by original receipts for all expenses over $10.00 to the Treasurer within ten working days of the end of the workshop or training activity.