

FDA TRAVEL REIMBURSEMENT GUIDELINES
CURRENT DOCUMENT (Current with FY 2009-2010 Budget Changes)
(Last Changes Occurred at January 2009 by House of Delegates):

[PLEASE NOTE: These travel guidelines in many cases address maximum reimbursement allowances whereas the budgets address projected travel expenses based upon an average of all attendee costs and not the maximum allowed for any one attendee].

The FDA provides travel-expense reimbursement for FDA representatives¹ to attend officially recognized FDA activities.² These activities may be conducted in-state or out-of-state and may include business meetings, agency meetings, conferences, seminars, workshops, legislative or regulatory hearings as designated by the FDA's Board of Trustees and/or House of Delegates.

The term "travel expenses" includes the reasonable and necessary costs that FDA representatives incur in traveling from their home or office (whichever is closer) to a designated FDA activity. Reimbursement for such pre-authorized expenses is limited to air travel, taxi fare or rental-car expenses, automobile mileage, tolls, parking, meals, gratuities, lodging and emergency telephone calls. Whenever an unauthorized expense is charged to an FDA account by an FDA representative, the FDA representative must reimburse the association for the expense.

Travel-expense reimbursement is subject to the following restrictions:

1. Travel reimbursement by the FDA for business travel on its behalf does not include per diem general, meals or other travel expenses, but only includes the expenses actually incurred by the FDA representative.
2. The FDA representative, submitting for business travel expenses reimbursement to the FDA, must include receipts for all expenses being requested to be reimbursed with the exceptions of mileage reimbursement, gratuities and minor travel expenses less than \$25 per trip (including tolls, parking and taxi-shuttle services).
3. Air-travel reimbursement is available only if one-way driving time to the FDA activity is greater than two hours from the FDA representative's place of origin. If one-way driving time to the FDA activity is less than two hours, the FDA representative should travel by automobile.
4. Air-travel reimbursement is based on coach-class fares and all airline tickets must be purchased at least 21 days before the scheduled travel unless adequate notice of the trip was not given by the FDA.
5. Mileage is reimbursable at the IRS-approved business-mileage rate. If the IRS changes the business mileage rate during a fiscal year then the FDA mileage rate will automatically change. When traveling by automobile, including taxis and rental cars, members are encouraged to travel in groups. Members also are encouraged to use free shuttle services whenever available. Members can be reimbursed for mileage to and from their home to required airports in addition

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1 to their air-travel reimbursement, especially if the member drives to a more distant airport from
2 their home, which will reduce the coach-class fare.

- 3
- 4 6. Lodging expenses are not reimbursable if one-way driving time to the FDA activity is less than
5 90 minutes from the FDA representative's place of origin, or if the FDA activity begins after 10
6 a.m. and ends before 9 p.m. Lodging-expense reimbursement is based upon the FDA's group
7 rate arranged with the hotel or, when unavailable, single-room rates.
- 8
- 9 7. Group meals expenses are based on the assumption of pre-selected menus.
- 10
- 11 8. Because travel arrangements will differ from one individual to another, FDA representatives are
12 responsible for making their own travel arrangements. On occasion, when one or more FDA
13 representatives will be attending a conference or other special event involving an advanced
14 ticket purchase or registration fee, the FDA may incur the ticket or registration expense directly.
15 When this is done, the FDA will inform its representatives as early as possible so they do not
16 also pay for their ticket or registration. When multiple FDA representatives are involved with a
17 particular activity, the FDA may designate one or more staff-support persons to accompany the
18 group or otherwise assist with any special arrangements it needs, such as the scheduling and
19 planning of group meals, local transportation, etc. When group arrangements are anticipated,
20 the FDA will notify each of its representatives as far in advance as possible that special
21 arrangements are being made.

22

23 **9. Reimbursement for attending specific FDA activities – Special Rules:**

24 All meetings held in conjunction with Florida National Dental Convention (FNDC) – The FDA president,
25 president-elect, and Committee on the FNDC members (13), are reimbursed for reasonable and
26 necessary travel expenses incurred in attending meetings or FDA activities held in conjunction with the
27 Florida National Dental Convention (including being provided with FNDC hotel sleeping room and tax
28 normally for a five-day period specified by the FDA (usually Tuesday through Friday evenings). The
29 exception is that, in addition to travel to and from the FNDC meeting and being provided a sleeping
30 room, the general and program chairpersons also are reimbursed for meal expenses that they
31 reasonably incur at the FNDC meeting. The student delegates to FDA House of Delegates and the FDA
32 17th District ADA trustee do receive some reimbursement for their travel to this meeting as enumerated
33 in the FDA budget). Unless specifically budgeted for additional nights at FNDC, members of the
34 Committee on the FNDC (including the general and program chairpersons) are limited to five room
35 nights each. Only the FDA president may be reimbursed for spouse-related travel expenses. All other
36 spouse or family travel expenses must be paid by the member.

37

38 Beginning Fiscal Year 2009-2010, for the 2010 FNDC, FDA Board of Trustees and FDA officers (only
39 includes alternate trustees substituting for a trustee who cannot attend the meeting) are to be
40 reimbursed for their travel to and from FNDC and reimbursed for up to three nights lodging and three
41 days of meals in order to attend the House of Delegates and Board of Trustees meetings at FNDC.

42

43 No expenses other than those specifically included herein are to be reimbursed or included in the FDA
44 master account at the FNDC Meeting. Any unauthorized expense charged to the FDA's master account

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1 will be billed to the member who is responsible for the charge. FDA representatives other than those
2 specifically enumerated herein, including related-entities' directors (FDA Services, FLADPAC,
3 DENTPAC, PDC and FDHF), FDA delegates and alternate delegates, ADA delegates and alternate
4 delegates, council, subcouncil, and committee representatives or other FDA members are not
5 reimbursed for their attendance at any FNDC activity by the Florida Dental Association (or its five
6 related entities: FDA Services, Florida Dental Health Foundation, FLADPAC, DENTPAC and Project:
7 Dentists Care).

8
9 Council, committee, subcouncil and task-group meetings – Given the high cost of holding traditional
10 face-to-face meetings, council, committee, subcouncil and task-group meetings should be held by
11 telephone conference call whenever possible unless the length or complexity of the agenda warrants a
12 face-to-face meeting as determined by the group's chairperson, in consultation with the assigned FDA
13 staff person, to assure that the meeting is budgeted. Conference-call meetings usually are far less
14 demanding on the meeting's participants because no travel time is involved. These conference calls are
15 scheduled in accordance with special procedures designed to give participants as much flexibility and
16 notice as possible. Whenever face-to-face council, committee, subcouncil or task-group meetings are
17 needed, such meetings are normally held during the council meeting series (in August, November and
18 April only), and normally start at 1 p.m. and end no later than 5 p.m. If an extremely long agenda is
19 contemplated, or a committee, subcouncil or task group needs to meet before a council meets, the
20 meeting can be scheduled to start no earlier than 10 a.m. on the Friday day of the council meeting
21 series (except at FNDC) so that participants can drive or fly in on the day of the meeting rather than
22 having to fly in the evening before and incur an overnight hotel stay. For these reasons, council,
23 committee, subcouncil and task-group members usually do not receive reimbursement for overnight
24 hotel room stays. All travel expenses of designated trustee liaisons or FDA President approved
25 consultants to councils, committees and subcouncils are paid by the FDA. If specifically budgeted,
26 councils, committees, subcouncils and task groups may hold meetings on days other than the council
27 meeting series (non-FNDC) – such as Governmental Action Committee before and during legislative
28 sessions, and full Committee on the FNDC planning meetings, Although all councils and many
29 subcouncils and committees as well as the ADA delegation hold an initial planning session each year at
30 the Florida National Dental Convention, no travel-expense reimbursement is provided to FDA
31 representatives who attend these meetings (except the FDA president, FDA president-elect, and
32 members of Committee on the FNDC – see "All meetings held in conjunction with FNDC" above). A
33 consultant's appointment to an FDA agency (from another non-dental tripartite association) must be
34 approved by the FDA president and the appointment cannot exceed the duration of the current FDA
35 fiscal year.

36
37 *Board of Trustees Meetings* – Members of the Board of Trustees, including alternate trustees, who are
38 not officers of the FDA are reimbursed by their respective component dental association for travel
39 expenses incurred in attending Board of Trustees meetings. With the exception of the FDA president,
40 FDA president-elect, and Committee on the FNDC members (as governed under "All meetings held in
41 conjunction with FNDC," no FDA trustee, alternate trustee or officer is reimbursed by the FDA for travel
42 expenses incurred in attending the Board of Trustees meeting held during the Florida National Dental
43 Convention (FNDC). At the August/September Board of Trustees' meeting each year, an orientation
44 session may be held for new trustees and alternate trustees only, which may necessitate lodging the

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1 night before. All such lodging expenses are paid by the dental association that pays the remainder of
2 the trustee or alternate trustee's travel expenses. Travel expenses of FDA trustees to attend the annual
3 FDA Trustees Retreat and Strategic Planning Committee meetings are paid by the FDA. **Mandatory**
4 **travel expenses for FDA officers and Board of Trustees to attend the annual Dentist Day on the**
5 **Hill and FNDC events ARE NOT reimbursed by the FDA.**

6
7 *House of Delegates Meetings* – Members of the FDA House of Delegates, including alternate delegates,
8 are reimbursed for travel expenses by their respective component dental associations when designated
9 to attend the semiannual and annual sessions of the FDA House of Delegates, except that FDA officers
10 and trustees (only includes alternate trustees substituting for a trustee who cannot attend the meeting),
11 student delegates and council chairpersons (specifically requested to attend for a specific issue by the
12 FDA President) who attend are reimbursed by the FDA. Other alternate members of the FDA Board of
13 Trustees who attend FDA House of Delegates meetings are reimbursed by their respective component
14 dental associations. Before each House of Delegates meeting, an Officers Conference is held for all
15 affiliate, component, state-level dental association officers and other invitees. Usually, the Officers
16 Conference is scheduled to begin no earlier than 10 a.m., which allows travelers to arrive the morning of
17 the activity so that lodging for the night before will not be necessary. If lodging expenses for the night
18 before must be incurred because of FDA activities that are scheduled to begin earlier than 10 a.m., such
19 expenses will be paid by the dental association that pays the remainder of the representative's travel
20 expenses and in accordance with that entity's budget. With the exception of the FDA president, FDA
21 president-elect, FDA officers, FDA trustees, student delegates (as enumerated in the FDA budget) and
22 the Committee on the FNDC members as governed under "All meetings held in conjunction with FNDC,"
23 no FDA delegate or FDA alternate delegate is reimbursed by the FDA for travel expenses incurred in
24 attending the House of Delegates meeting held during the FNDC. The FDA member who is the 17th
25 District ADA trustee is usually reimbursed for two nights sleeping room and tax lodging and meals at the
26 FNDC meeting. Other FDA members (delegation to the ADA, officers or trustees, etc.) may be
27 reimbursed for hosting meals for VIPS attending the FNDC meeting such as for the ADA president.

28
29 *Board of Trustees* – Travel expenses of FDA officers and trustees for the annual FDA Trustees
30 Strategic Planning Committee meetings and council, sub council or committee meetings held at other
31 times (pertaining to trustees assigned as liaisons to these agencies), Board of Trustees or House of
32 Delegates meetings, are paid by the FDA. **Travel expenses for FDA officers or trustees members to**
33 **attend the Dentist Day on the Hill event ARE NOT reimbursed by the FDA. Only the FDA**
34 **president and FDA president-elect are reimbursed by the FDA via their specifically designated**
35 **budget travel accounts for travel to these two events.**

36
37 *Treasurer, Treasurer-elect (when applicable) and Editor's Travel* – Travel expenses for these officer
38 positions are specified in the annual FDA budget and typically include travel to the Board of Trustees
39 and House of Delegates meetings and specialized meetings, such as Council on Financial Affairs or
40 Council on Communications council series meetings, Editor's Conference and ADA meeting. **Travel**
41 **expenses for these officers to attend the Dentist Day on the Hill event ARE NOT reimbursed by**
42 **the FDA.**

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1 *ADA 17th District Caucus and ADA House of Delegates Meetings* – Delegates and alternate delegates
2 to the ADA House of Delegates are eligible to receive travel-expense reimbursement for the number of
3 days specified in the FDA's annual budget for delegate and alternate-delegate attendance at the ADA
4 17th District Caucus meeting and ADA House of Delegates annual session. If a president/president-
5 elect's conference meeting, budget meeting or other special meeting is planned before the start of the
6 ADA 17th District Caucus Meeting, the FDA president, FDA president-elect, executive director and
7 another representative designated by the delegation chairperson, in accordance with the recognized
8 protocol of the Florida Delegation to the ADA, are reimbursed for arriving up to one day earlier than
9 other members of the Florida delegation, provided such additional expenses are included in the FDA's
10 budget. No travel reimbursement is available for delegation meetings held in conjunction with FNDC.

11
12 *FDA Services Inc. Board of Directors and Shareholders Meetings* – FDA members who serve as
13 directors to the FDA Services board or any internal committees are reimbursed for their travel expenses
14 in accordance with FDA travel-reimbursement policies and procedures. All meetings of these bodies are
15 eligible for reimbursement, except those held in conjunction with FNDC. The exception is that the FDA
16 Services president has a specific budget expense account that can be used for travel on behalf of FDA
17 Services, including travel to the annual Florida National Dental Convention.

18
19 *Meetings of Florida Dental Health Foundation (FDHF)* – FDA members who serve as directors, officers,
20 or any internal committees to the Florida Dental Health Foundation are not reimbursed for their travel
21 expenses in accordance to specific Florida Dental Health Foundation Board approved policies. FDA
22 members who attend these meetings are responsible for their own travel expenses (do not receive
23 travel reimbursement) as a tax-deductible (in-kind) contribution to the Florida Dental Health Foundation.
24 The Florida Dental Health Foundation does provide a \$500 annual travel allowance to the president of
25 the FDHF and to FDA members who travel as FDHF Board approved official representatives to specific
26 conferences.

27
28 *Meetings of FDA Affiliated Entities* – FDA members who serve as directors of FDA Services, FLADPAC,
29 DENTPAC, the Florida Dental Health Foundation, Project: Dentists Care, or any internal committees of
30 these entities, are reimbursed travel expenses in accordance with FDA travel-reimbursement policies
31 and procedures. All meetings, except those held in conjunction with FNDC, offer travel-expense
32 reimbursement to such FDA representatives. The major exception to this pertains to Florida Dental
33 Health Foundation meetings – see "Meetings of Florida Dental Health Foundation" above).

34
35 **Travel Expense Reimbursement Process:**

36 To receive reimbursement, FDA representatives must complete an official travel-reimbursement form
37 and return it to the FDA office. FDA representatives must attach copies of vouchers and receipts
38 expenses actually incurred to the form, except for mileage reimbursement, gratuities and minor travel
39 expenses less than \$25 per trip (including tolls, parking and taxi-shuttle services). Travel-expense
40 reimbursement requests must be submitted before the close of each fiscal year, which occurs on June
41 30.

42
43 FDA representatives can designate on the official travel-reimbursement form that their allowed travel
44 reimbursement payment be remitted instead as a contribution (with notification of the representatives'

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1 name and address) to the Florida Dental Health Foundation. If designated to the Florida Dental Health
2 Foundation, the FDA member will receive a thank you letter from the Foundation that will allow them to
3 deduct this contribution as a tax-deductible charitable contribution.

4
5 **Current Travel Expense Reimbursement Maximum Limits:**

6 *In-state daily travel limits:*

7 **General Expenses** (meals, gratuities, telephone other): actual, up to \$45 per day

8 **Lodging:** group rate when possible, or single-room rate

9 **Travel:** coach airfare or equivalent, or mileage paid at IRS business-travel limit

10 **Portal** (parking, taxi, tolls): actual, up to \$60 per trip, and if this sum is exceeded by the FDA member
11 representative, that a receipt is required

12 **Registration fees:** actual

13
14 *Out-of-state daily travel limits:*

15 **General Expenses** (meals, gratuities, telephone other): actual, up to \$75 per day

16 **Lodging:** group rate when possible, or single-room rate

17 **Travel:** coach airfare or equivalent, or mileage paid at IRS business-travel limit

18 **Portal** (parking, taxi, tolls): actual, up to \$60 per trip, and if this sum is exceeded by the FDA member
19 representative, that a receipt is required

20 **Registration fees:** actual (including the ADA Delegation registration fee)

- 21
22 1. The term "FDA Representative" means any member, staff or other individual, including spouse or guest, who has
23 been duly recognized, either by election, appointment or other designation as appropriate, by the FDA's Executive
24 Cabinet, Board of Trustees and/or House of Delegates to serve as the organization's official representative or special
25 liaison to one or more internal agencies of the FDA or outside organizations, including but not limited to affiliated or
26 associated organizations of the FDA such as FDA Services, the Florida Dental Health Foundation, Project: Dentists
27 Care, -FLADPAC, and DENTPAC.
28
29 2. The term "FDA activity" means any activity, event, function or meeting in which one or more FDA members or staff are
30 officially designated in advance to participate through formal action of the Executive Cabinet, Board of Trustees
31 and/or House of Delegates whether the activity is separately identified or collectively grouped with other activities in
32 the FDA's annual budget or specially funded through separate action of these bodies.
33
34 3. As used herein, the term "officer" or "officers" refers to the positions of President, President-elect, First vice president,
35 Second vice president, Secretary, Treasurer, Editor, and Executive Director.
36

37 **DISTRIBUTION OF THE FDA TRAVEL REIMBURSEMENT GUIDELINES:** The FDA Travel
38 Reimbursement Guidelines will be posted on the FDA website (including the travel reimbursement form
39 so that members can print this form) and distributed to association agencies at their June organizational
40 meetings held at FNDC.

41
42 The Fiscal Year 2009-2010 FDA Operating, FDA Services and Florida Dental Health Foundation
43 recommended budgets are already based on the above recommended Travel Reimbursement
44 Guidelines document amendments. The budgets are based on projected travel expenses to be utilized
45 as an average of all attendees at a meeting and not the maximum allowed for any one attendee.

1 **FDA TRAVEL REIMBURSEMENT GUIDELINES RESOLUTIONS**

2 **FOR THE CURRENT DOCUMENT (Last Amended related to the Jan. 2009 House of Delegates**
3 **authorization to pay travel expenses for FDA officers and trustees to attend Board and House of**
4 **Delegates meetings, including those held at FNDC):**

5
6 Date Effective: 12/2/2005 FDA Travel Reimbursement Guidelines Resolution:

7 Resolution: 2006B-033

8 Date Adopted: 12/2/2006

9
10 (Resolution #2005B-033) [Amended to bring the Travel Reimbursement Guidelines document in
11 compliance with the IRS non-profit business travel guidelines, specifically the importance of board
12 members and other travel representatives providing written travel receipts as being mandatory (with the
13 exceptions noted such as mileage reimbursement and gratuities, etc) when requesting travel
14 reimbursement for authorized business travel. This resolution also clarifies that the FDA does not
15 reimburse via a daily general per diem.

16
17 Date Effective: 7/1/2005 FDA Travel Reimbursement Guidelines Resolution:

18 Resolution: 2005B-038

19 Date Adopted: 12/3/2005

20 Date Effective: 7/1/2005 (retroactive to the beginning of Fiscal Year 2005-2006)

21
22 (Resolution #2005B-038) [Amended to bring the Travel Reimbursement Guidelines document in line
23 with the governance changes approved at the July 2005 FDA House of Delegates meeting (and other
24 amendments approved by leadership in the last few years) and the governance changes included in the
25 Fiscal Year 2005-2006 approved FDA Operating Fund Budget].

26
27 2002B-038 Whereas, the FDA House of Delegates last approved the "FDA Travel Reimbursement
28 Guidelines" at its' June 2003 meeting and the Council on Financial Affairs reviewed
29 these guidelines at its' November 2005 meeting; and

30
31 Whereas, current "FDA Travel Reimbursement Guidelines" do not incorporate several
32 budgeted travel policies, procedures and terminology and the governance changes
33 approved by the FDA House of Delegates over the last year such as:

- 34
35 • Creation of the August, November and April council meeting series held
36 approximately one month (instead of one day) before Board of Trustees
37 meetings;
- 38 • Creation of subcouncils;
- 39 • Board of Trustees approval of travel reimbursements for the entire
40 Committee on the FNDC to attend the annual FNDC meeting (mileage or
41 airfare);
- 42 • Separate FDA 17th District Caucus meeting instead of attending a regional
43 Southern District Caucus meeting;
- 44 • New procedure about the appointment of a consultant from a non-dental
45 tripartite association to serve on FDA association agencies;

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- Partial travel reimbursement of the FDA 17th District ADA trustee (hotel lodging and meals) and the student delegates' travel to the FNDC House of Delegates meeting as incorporated into the approved budget document over the last several years;

[Procedure] RESOLVED, that, the Travel Reimbursement Guidelines (procedures section) is amended including the above resolving clauses. And, be it further

[Procedure] RESOLVED, that the amended Travel Reimbursement Guidelines be approved and utilized by the other FDA affiliated entities of FDA Services, Florida Dental Health Foundation, Project: Dentists Care, Florida Dental Political Action Committee and Dentists Political Action Committee.

FDA Travel Reimbursement Guidelines Resolution:

Resolution: 2002H-224rc/a

Date Adopted: 6/12/2003

Effective Date: 7/1/2003

(Resolution #2002H-224) [Amended to increase out-of-state maximum general travel expenses up to \$75 a day, in-state maximum general travel expenses to \$45 a day, and portal-to-portal reimbursement be increased to \$60 maximum for in-state travel as well as out-of-state travel, and if this sum is exceeded by the FDA member representative, that a receipt is continued to be required. Also amended to allow a FDA member to designate that their allowed travel reimbursement instead be contributed by the FDA to the Florida Dental Health Foundation as a charitable tax deduction for the member].

Travel Reimbursement Guidelines Resolution:

Resolution: 96B-003

Date Amended: 12/7/1996

Effective Date: 12/7/1986

(Resolution #96B-003) [Amended to increase out-of-state maximum general travel expenses up to \$60 a day and portal-to-portal reimbursement be increased to \$40 for in-state travel as well as out-of-state travel, and if this sum is exceeded by the FDA member representative, that a receipt is required].

96B-003 Resolved, that a summary of FDA travel reimbursement policies and an FDA travel reimbursement form be provided to members who participate at FDA agency meetings at the time the meeting notice is sent to the member; and, be it further,

Resolved, that the FDA's travel reimbursement policies apply to those officially designated representatives of the association who attend budgeted meetings, conferences, workshops, seminars, legislative, political and other functions specifically recognized by the FDA.

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- 1 Word\jammtg\Travel Reimb Guidelines Amend BOT 12-2-06.doc
- 2 Amended July 2009 to incorporate FY 2009-2010 Budget changes (budget approved at June 2009 HOD and Jan. 2009 HOD
- 3 approval for FDA to fund FDA officers and trustees travel to all Board and House meetings, including 3 days of FNDC
- 4 meeting)
- 5