

HBEA TRAVEL POLICY

Proposed September 22, 2001

Approved November 3, 2001

Rationale for a HBEA Travel Policy:

- HBEA should be represented by knowledgeable, prepared, and active members
- HBEA funds should be dispensed with discretion
- HBEA should directly benefit from a travel sponsorship
- HBEA members should expand their leadership skills
- HBEA members should be active participants in WBITE and NBEA leadership

1. QUALIFICATIONS

- a. HBEA member for five years
- b. Active HBEA Board member for two years within a ten-year period prior to qualifying for a HBEA travel sponsorship. The definition of an active HBEA Board member is one who has participated in 90% of the Board meetings and functions.

Two years of active membership example:

Year 1 – Membership from July 1, 2001 to June 30, 2002

Year 2 – Membership from July 1, 2002 to June 30, 2003

Year 3 – Eligible for HBEA travel sponsorship

- c. Current HBEA president and president-elect will be the official HBEA representatives on the WBITE Board. In the event one of these individuals cannot attend the WBITE Board, the president will appoint a substitute representative which must be approved by the HBEA Board.

2. COMMITMENT

- a. Represent HBEA in a positive manner
- b. Prepare any requested materials
- c. Present an oral and written report to the HBEA Board
- d. Write an article for the next HBEA newsletter
- e. Present a session to the HBEA membership and provide supporting materials within a one-year membership period; a WBITE and/or NBEA conference session can be used in lieu of the HBEA session
- f. Consenting to become president-elect is a four-year obligation: president-elect, president, nominations chair, and historian

3. AIRFARE

- a. HBEA will pay the lowest available published airfare; charter flights exempted
- b. If a requested airline has a higher airfare, the member must reimburse HBEA for the difference

- c. When possible, the member should request a MCO (miscellaneous charge order) for a decrease in airfare. Since the MCO becomes the property of the individual, HBEA should be reimbursed for the MCO amount

4. ACCOMMODATIONS

- a. Up to one-half of a standard double occupancy room rate, including tax, will be paid by HBEA
- b. It is the member’s responsibility to pay for the remaining room rate or request a roommate from the conference planners

5. CONFERENCE FEES

- a. Basic conference fees, including the WBITE and/or NBEA awards luncheon/dinner, will be paid by HBEA
- b. Any additional meal functions, conference workshops, training, etc. is the responsibility of the individual member
- c. No membership fees will be paid by HBEA. The president, president-elect, and/or representative must be WBITE/NBEA members; these membership fees are the responsibility of the HBEA member

6. MISCELLANEOUS

- a. Any stipend, reimbursement, etc. paid to a HBEA-sponsored member must be given to HBEA
- b. All transportation costs (except airfare) and parking fees are the responsibility of the member.

7. UNABLE TO FULFILL OBLIGATION

- a. Prior to the trip – The member must reimburse HBEA for the entire amount within one month of cancellation. The member will retain title to the airline ticket and is ultimately responsible for any future service charge/change fees. It is the member’s responsibility to cancel all reservations and file refund requests.
- b. After the trip – If an officer is unable to fulfill all or part of his/her obligation, the following reimbursement scale will be used:

Year 1 – President-elect	Reimburse HBEA for 100% of first trip
Year 2 – President	Reimburse HBEA for 50% of first trip
Year 3 – Nominations Chair	Reimburse HBEA for 100% of second trip
Year 4 – Historian	Reimburse HBEA for 50% of second trip

8. APPROVAL

- a. Proposed costs should be presented to the Board prior to any expenditures

9. HBEA BOARD

- a. The Board has the right to consider individual requests and must approve all changes to the HBEA Travel Policy with a 75% vote.