



American Association of Veterinary State Boards

Policies & Procedures:

Board Basics & Beyond Training Program

OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of establishing and maintaining a program of training for members, executive directors, and staff of the AAVSB member boards.

As a non-profit organization, the AAVSB must be fiscally prudent at all times. Those participating in the Board Basics & Beyond Training are required to adhere to this policy, and the AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

Priority will be given to candidates from Member Boards that have not sent a member to a recent training. The Association will pay all reasonable expenses for one attendee per Member Board. Funding for additional participants will be determined on a session-by-session basis.

POLICY

1. In order for a candidate to be eligible for the Program, the candidates Member Board must be in good standing with annual dues paid in full.
2. In order for the candidate to be eligible to utilize the Board Basics & Beyond Program, the candidate must be approved in advance, in writing (via email or postal mail) by an authorizing representative of the jurisdiction sending the candidate.
3. The candidate shall pay a fee of US\$250, at least 15 days prior to the first day of training unless waived.
4. Candidates are expected to arrive at the training location the day before training begins and depart the evening after training ends or the following day.
5. Hotel accommodations include the night before, the days of, and the night following the training sessions, not to exceed three (3) nights. Additional nights will be at the candidate's expense and may be charged at the hotel's base rate.
6. Meal costs during the days of training include breakfast, lunch and dinner. No reimbursement for meals the day of arrival or the day of departure on the day following the end of training.
7. Candidates must utilize the AAVSB designated Travel Agent to arrange for air transportation. Candidate should contact the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 14 days in advance of the Training Program. Airfare is non-refundable and will be booked at the most economic rate. Attendees Candidates will be reimbursed the fees for one checked bag. Upgrades and itinerary changes will not be reimbursed by the AAVSB.
8. Alternate forms of transportation may be used instead of air transportation. For travel by personal vehicle, if the trip is less than 800 miles roundtrip, reimbursement will be at the current federal government rate for mileage. If a driving trip is more than 800 miles roundtrip, total reimbursement for driving will be capped at the amount equal to the lowest airfare available no

less than 14 days prior to the travel date. Total reimbursable expenses subject to the cap for driving trips over 800 miles roundtrip may include mileage, tolls, parking, meals, and hotels in route. For forms of transportation used other than air or personal vehicle, the maximum amount reimbursed will be the cost of the alternative form of transportation or the lowest priced airfare available no less than 14 days prior to the travel date, whichever is less expensive. Parking at the hotel will be reimbursed if the participants drive a personal vehicle and use the self-parking.

9. Travel to and from the AAVSB designated hotel will be reimbursed up to the standard cab rate in the host city unless ground transportation is included with the AAVSB designated Travel Agent service.
10. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure.
11. Up to four days of parking expenses at the home airport or other mass transit point of departure will be reimbursed.
12. No reimbursement for rental cars. Parking at the hotel for rental cars will not be reimbursed.
13. No reimbursement for other miscellaneous items to include tips.

PROCEDURES

1. Candidates for the Board Basics & Beyond Program must submit a registration form and payment to attend the next training session.
2. Staff will confirm that the candidate's Member Board is in good standing and that the candidate meets the requirements of the program.
3. Upon confirmation, staff will provide the AAVSB designated Travel Agency with the name of the candidate and provide the candidate with contact information for the AAVSB designated Travel Agency and any further instructions.
4. An AAVSB Request for Reimbursement of Travel Expenses form will be sent to the candidate and must accompany all requests for reimbursement. Receipts for automobile transportation (mileage reimbursement), or ground transportation to and from the airport to the AAVSB designated hotel (unless AAVSB has pre-arranged ground transportation with the Travel Agent) must be provided or the expenses may not be reimbursed.
5. Requests for reimbursement should be made as soon as possible, but in all cases, within 45 days of the time when the expenses were incurred. Expenses submitted after that date will not be reimbursed
6. The Association will make reimbursement as soon as possible.