



NHGFOA

# NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

## SUBJECT: SPEAKER REIMBURSEMENT POLICY

- I. **STATEMENT** – This administrative policy is to establish guidelines for the Executive/Training Committee’s authorization for payment of speaking fees or reimbursement of expenses incurred by invited speakers presenting at New Hampshire Government Finance Officers Association (NH GFOA) educational conferences and training sessions.

II. **DEFINITIONS**

*Speaker* – Refers to an individual, generally not a member of the NHGFOA, who is invited to make a presentation at a NHGFOA educational conference or event.

*Vendor/Municipal Official* – Refers to a member of the NHGFOA, who is invited to make a presentation at a NHGFOA educational conference or event.

The intent of this distinction is to differentiate between those speakers that come to a NHGFOA event solely for the purpose of making a presentation and those speakers that would generally attend a NHGFOA event whether they were scheduled to make a presentation or not. It is the intent of this policy that speakers that may have a vested business purpose for presenting or incidentally benefit from such a speaking engagement, generally would not be eligible for reimbursement of expenses relating to attending the event.

- III. **AUTHORITY** – The Chairperson of the Training Committee shall have standing authority to administer requests for reimbursement of speakers’ expenses under the guidelines of this policy. Any unusual requests for reimbursement or items falling outside the following guidelines shall be brought to the Executive Committee for consideration on a case-by-case basis.

Approval of speaker appearance fees by the Training Committee Chairperson shall be limited to \$1,500 per event. Any fees above this amount shall be brought to the Executive Committee for approval.

- IV. **PROCEDURE** – Reasonable travel expenses shall be reimbursed per the following guidelines:

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- A. Conference Registration– Speakers/Vendors/Municipal Officials who are attending just to present shall not be required to register for the conference. Vendors and municipal officials staying for all or most of the conference generally will be required to register for the conference at their own expense.
- B. Local Travel Expenses– The following shall be reimbursed for Speakers traveling within a driving distance of the event:
1. Mileage – Reimbursement shall be for the mode of travel which is most economical. In the case of personal auto use, the Speaker will be reimbursed at the prevailing IRS mileage rate.
  2. Lodging – Reimbursement shall be for costs associated with the Speaker’s one-night stay at a hotel, based on a standard room rate. Other charges such as phone calls, video rentals, room service, etc. shall be the responsibility of the Speaker. If the hotel cost is included in the conference registration fee, the NHGFOA will bill the room charge to its “master bill” and no hotel reimbursement will be made directly to the speaker.
  3. Meals – Reimbursement shall be for costs associated with the Speaker’s meals only, during the travel and stay at the annual conference, if not included in the conference registration fees. Expenses must be supported by dated receipts. Gratuity, not to exceed 20% of the meal cost, may also be included for reimbursement. Alcoholic beverages will not be reimbursed.
  4. Spouse/Significant Other – In the event that the Speaker’s spouse or significant other accompanies him/her to the conference, the Speaker shall be responsible for all expenses incurred as a result of travel to and from the conference and stay during the conference, other than lodging.
- C. Non-Local Travel Expenses – In the event that the only reasonable mode of travel is by airplane, the Speaker shall be reimbursed for a coach airfare rate and two-day car rental. Any travel discounts, cash repayments, credits or other incentives shall be credited towards the cost of the travel expenses to be reimbursed by the NHGFOA. All other travel expenses as outlined in B1, B2, B3, and B4 would also apply.
- V. WAIVER – Any provision of this policy may be waived by the Executive Committee based on a request from the Training Committee.