

Convention Travel Reimbursement Policy for Board Members (approved by the board in March 2024)

Summary

It is important for members of Esperanto-USA's board to be present at the annual convention ('Kongreso'), and to not have an undue financial burden placed on them by their attendance.

This policy will determine the reimbursement policy for travel to Esperanto-USA's annual convention for members of the board. This shall be effective starting for the 2024 annual convention and remain effective until amended.

If any board members have questions about this policy or whether something might be covered by it, they should ask the President and/or Treasurer.

If any board member prefers not to be reimbursed, or to receive only partial reimbursement (for example, to be reimbursed for travel but not for convention fees or housing costs), they can communicate this to the President, Treasurer, or Director of the Central Office.

All costs are expected to be justified with receipts.

Convention Fees

For each board member, convention registration fees should be transferred from the general fund to the convention budget equivalent to the lowest rate which was available to members. Board members should not be expected to pay their own convention registration fees.

(Example: If the lowest convention fee available to members is \$160, and ten board members attend, then \$1600 will be transferred from the general fund to the convention budget.)

Lodging

If the Convention has an officially arranged lodging program, board members will be eligible to register for the most economical option that provides a private room, and have this be paid for from the general fund. If they choose another option, they will be eligible for reimbursement up to the equivalent amount. If the Convention does not have an officially

arranged lodging program, board members will be eligible for reimbursement for up to \$150 per night, for up to three nights.

(Example: If the Convention has arranged housing where a private room will cost \$275 for three nights, but an individual covered under this policy chooses an option which costs \$300, they will be eligible for reimbursement of only \$275; if they choose an option which costs \$250, they will only be eligible for reimbursement of \$250.)

Travel costs

Board members are eligible for reimbursement of travel costs up to \$500. This can be used to cover air, rail, or bus travel, a rental car as well as the cost of gas or electricity, or the cost of gas or electricity for a personal vehicle. If needed, an individual covered under this policy can request that the Central Office purchase a ticket for them. *(Example: If a plane ticket costs \$450, it can be reimbursed for \$450; if it costs \$550, it will only be reimbursed for \$500.)*

If a board member is not able to find travel options for under \$500, and their portion of the travel expense would place a financial burden on them, they should discuss this with the President and/or Treasurer, who are authorized to increase this limit in individual cases.

Food

If there is an officially arranged food program as part of the Convention, the cost for this shall be transferred from the general fund to the convention budget for each board member who will be attending. *(Example: If food is available during the Convention for \$80, and ten board members attend, \$800 will be transferred from the general fund to the Convention budget.)*

If there is no officially arranged food program, board members will be eligible for reimbursement of up to \$50 per day of the Convention for food.

Board members will be eligible for reimbursement of up to \$100 total for food purchased during their travel to and from the Convention.

Alcoholic beverages will not be reimbursed.

Unexpected circumstances

If there is a circumstance which arises which leads to some reasonable expense not covered by this policy, this should be brought up to the President and/or Treasurer, ahead of time if possible, who will consult and decide whether it will be treated as a reimbursable expense.

Shared costs

If a board member is traveling with another individual to the Convention, any shared costs will still be reimbursed up to the limits listed above. The board member should not ask for the other individual to pay them for any costs for which they expect to be reimbursed.

(Example: a board member and another individual travel to the Convention together. They drive a personal vehicle and spend a total of \$120 on gas or electricity, which they request reimbursement for. They share a hotel room at a total cost of \$400, and request reimbursement of \$275. They should not ask the other individual to pay for any part of the gas, and not more than \$125 of the shared hotel room.)