

SAVE INTERNATIONAL POLICY ON COURSE REIMBURSEMENT

Updated and approved by SAVE International VP-Conferences, July 13, 2009.

This document explains SAVE International's policy on reimbursing keynote or contracted speakers and workshop instructors for courses. A "course" is defined to include any one-day or multi-day instruction class sponsored and administered by SAVE International, but presented by an individual or set of individuals in conjunction/concurrent with the SAVE International Annual Conference. This policy excludes individuals presenting technical presentations at the annual conference. Individuals who present a course, as defined above, shall be offered both of the following types of compensations for their delivery of any course.

All expenses submitted for reimbursement must be received by the society business office within 60 days following the course. All expenses for reimbursement must be accompanied by appropriate documentation and original receipts.

Reimbursable Expenses for Delivering a Course

- **Hotel accommodations** for the days directly associated with the course, but not including the days associated with, in conjunction with, or concurrent with the other society functions such as the annual conference. For example, if the course is on a Saturday, and the annual conference is on the following Sunday through Wednesday, then lodging for Friday and/or Saturday night is covered, but not any other nights.
- SAVE International offers a \$27 per diem for **meals** for the days directly associated with the course, but not including the days associated with or in conjunction/concurrent with the other society functions such as the annual conference, with example as mentioned above. Other incidentals, such as movies, mini-bar usage, alcohol, etc., shall not be reimbursable expenses.
- Fare for economy or "coach class" **transportation** to/from the course location. This includes air and ground transportation. However, transportation will **not** be reimbursed if the following two conditions exist:
 1. The course presenter is a member of SAVE International; **and,**
 2. The course is in conjunction/concurrent with SAVE International's annual conference.

Denial of reimbursement for travel expenses is based upon the reasoning that a member of SAVE International who is attending the conference would primarily be traveling to the conference anyway under his or her own expense; that is, the course is not the primary reason for his/her travel. *For those who use their own transportation and claim mileage as a reimbursable expense, SAVE International reimburses mileage at 32.5¢ per mile.* The IRS rate is merely a maximum rate that can be used without incurring additional payroll taxes. There is no minimum rate.

- SAVE International will reimburse workshop instructors for the cost of **printed student materials**; however, if the cost of printed materials exceeds \$10.00 per student, the VP-Conferences must be notified and pre-approval must be granted for that expenditure.

Speaker Fees for Delivering a Course

- Workshop instructors may receive compensation for services as a share of the course profit. Any profit associated directly from delivering the course shall be split evenly (50/50) between SAVE International and the set of presenters. The set of presenters thus receives their half of the profit to be split among each individual presenter as the presenters deem appropriate. "Profit" is defined here to be the revenue generated from course registration fees less all expenses directly associated with providing the course (including, but not limited to, management charges for advertising and administering the course, as well as the presenter's reimbursable expenses).
- Keynote speakers, contracted instructors, or others charging fees for speaking engagements or workshops may not receive a share of any profit from the course or presentation. They will receive reimbursement for approved expenses, as provided above, and fees as agreed upon in speaker contracts for the event. SAVE International retains any and all profits realized from the speaker's presentation.

Any variation to this disbursement must be agreed upon in writing in advance of the course date by the VP-Conferences, the society's Executive Director (or his/her designee), and the set of speakers.

If the course is scheduled *concurrently* with SAVE International's annual conference and conflicts with technical program attendance, then the conference registration costs shall be offered as follows:

1. As complimentary for a course presenter who is not a member of SAVE International; or,
2. As the standard "speaker's registration cost" for a course presenter who is a member of SAVE International.