



## Board of Direction Travel & Lodging Guidance

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SAME Board of Direction meetings are typically held in conjunction with JETC and SBC.

### Industry/Private Sector National Board of Direction Members

**Registration** - We are pleased to offer a 25% discount on registrations. The discount may be combined with early bird prices to maximize your savings. Please visit the conference website to register. To receive the discount, enter the appropriate discount code on the review page of the on-line registration form; the code will be provided to you prior to each event. To get the discounted registration rate, board members must stay within the official hotel block...the discount will be removed from your record if it is found you are staying at a hotel outside of the official block (local members excepted) and you are responsible for any resulting balance due.

**Lodging** – For your convenience, a block of rooms is set-aside for the Board at the event hotel(s). Please reserve your room on your own using the official housing site; instructions will be provided to you for each event.

- Under “select your guest type”, choose “I have an access code”
- Enter the code provided for each different event

*\*Please note that RVP Stipends for visiting Posts may not be used for JETC or SBC*

### Government (Uniformed and Civil Service) National Board of Direction Members:

**Registration** - We are pleased to offer a complimentary registration to each event. Please visit the conference website to register. To receive the discount, enter the appropriate discount code on the review page of the on-line registration form; the code will be provided to you prior to each event.

**Travel and Lodging** - SAME offers a travel stipend to government members of the National Board of Direction (this includes state and local govt.).

- **Lodging** - SAME will pay the hotel directly for your accommodations in order to attend the Board meeting and JETC, for arrival the day before the Board meeting and departure through the end of conference activities (typically four to five nights). You will reserve your room on your own by following instructions provided prior to each event.

*Please note: You will be asked for a credit card to reserve the room but SAME will pay your stay. At check in, you will be asked to provide a credit card for incidentals which are at your expense. Cancellation fees are according to the hotel's cancellation policy*

- **Per Diem/Meals** - SAME does not provide per diem or reimburse for meals, as most meals are provided at the conference.
- **Airfare** – SAME will pay for the airfare for government board members up to \$500 for CONUS and \$1,500 for OCONUS. Airfare must be booked via the travel agent at least 21 days in

advance. A link to SAME's travel agent will be provided.

- Individuals purchasing tickets on their own may not be reimbursed.
- While the travel agent makes every attempt to accommodate the travel wishes of the individual, SAME will pay for the most economic flight – individual requests to make your flight plans more comfortable, convenient, or to coincide with a vacation cannot be guaranteed if it costs the Society additional funds.
- In the event an individual needs to cancel attendance, the cost of the purchased ticket or change fee is the responsibility of the individual.
- *SAME does not pay for baggage fees or airport parking.*
- **Local Transportation** - SAME does not reimburse for local travel (i.e. Taxi/Uber/Lyft; transfers to and from airports; parking at your home airport, etc.).
- **Driving** - For those within driving distance to BOD meetings at events, SAME will reimburse government board members up to \$500 for mileage and parking for up to five nights. You must complete an expense report within 30 days of the event to include a map of your driving route and receipts for parking expenses. An evaluation should be made on whether it is more cost effective to drive or fly and the more cost-effective method should be used.

### **National President, President-Elect, Past President, and Vice Presidents**

**Registration** - Complimentary registration to National events (DOD, JETC, and SBC) will be provided if the individual is representing SAME on the public stage. Personal assistance with the registration process from the National Office will be provided.

### **Lodging**

- The National President is provided complimentary room nights at SBC and JETC (for JETC occurring at the end of term year). Reservations will be made by the National Office.
- The President-Elect, Past President, and Vice Presidents MAY be offered complimentary room nights, based on availability of complimentary room nights offered or earned via facility contracts. If this is the case, the National Office will contact you and make your reservations or take care of your existing reservation if made in the correct block.
- *Baggage fees, meals, rental cars, parking and mileage to/from home airport will not be reimbursed.*

### **Regional Vice Presidents**

SAME provides a pool of travel funds to help RVPs visit the Posts in their region annually. An expense report with receipts must be submitted within 30 days of the visit to be reimbursed.

Reimbursable expenses include:

- Travel to/from the post (airfare; train; taxi/Uber/Lyft; or mileage at the prevailing government rate as well as tolls or parking)
- Hotel (room and tax)
- Registration fees for SAME Post or Regional events, or a joint event with a partner organization
- *Meals are not reimbursable.*
- *The RVP stipend may not be used to attend JETC, SBC, Capital Week, or other National events.*

**Post Leaders Workshop:** SAME will provide the following for RVPs or Deputy RVPs who attend PLW for their region:

- Complimentary registration
- Two nights hotel for CONUS attendees, or three nights for OCONUS attendees.

- Airfare up to \$500 for CONUS and \$1,500 for OCONUS. Airfare must be booked at least 21 days in advance via SAME's travel agent. A link and instructions will be provided upon request.
  - *Individuals purchasing tickets on their own may not be reimbursed.*
  - In the event an individual needs to cancel attendance, the cost of the purchased ticket or change fee is the responsibility of the individual.
  
- Expense report with receipts must be submitted within 30 days to be reimbursed for:
  - Driving - For those within driving distance of PLW, SAME will reimburse RVPs up to \$500 for mileage and parking. You must include a map of your driving route and receipts for parking expenses. An evaluation should be made whether it is more cost effective to drive or fly and the more cost-effective method should be used.
  - Taxi/Uber/Lyft to and from the PLW location airport.
  - *Baggage fees, meals, rental cars, parking and mileage to/from home airport will not be reimbursed.*

*BOD Contact/National Events: Kathy Off, koff@same.org, 703-549-3800 ext. 153*

*RVP Contact: Jill Murphy, jmurphy@same.org, 703-549-3800 ext. 120*