



## SAME National Leadership Travel & Lodging Guidance

### National Leadership Travel & Lodging Guidance

SAME National Leadership Assembly (NLA) meetings are typically held in conjunction with JETC and SBC. SAME National Board of Direction (BOD) meetings are typically held in conjunction with PLW and CapWeek, or virtual.

### Industry/Private Sector National Leaders

**Registration** - We are pleased to offer a 25% discount on registrations for JETC and SBC. The discount may be combined with early bird prices to maximize your savings. Please visit the conference website to register. You will receive instructions on how to apply the discount when you register. 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 are exempt) and you are responsible for any resulting balance due. Registration for those serving on the BOD is complimentary for the Post Leaders Workshop (PLW). A 25% discount will be provided to BOD members for Capital Week.

**Lodging** – For your convenience, a block of rooms is set-aside for the NLA at the event hotel(s) for JETC and SBC. Please reserve your room on your own using the official housing site; instructions will be provided to you for each event. SAME covers rooms for BOD members attending PLW. There is no block set aside for BOD members attending Capital Week.

*\*Please note that RVP Stipends for visiting Posts may not be used for National Events.*

### Government (Uniformed and Civil Service/Federal and Local) National Leaders:

**Registration** - We are pleased to offer a complimentary registration to JETC and SBC. Please visit the conference website to register. You will receive instructions on how to apply the discount when you register. Registration for Govt. BOD members attending PLW and CapWeek will also be complimentary.

**Travel and Lodging** - SAME offers a travel stipend to government members of the National Leadership Assembly to attend JETC and SBC. Virtual participation will be available for Govt. BOD who cannot attend BOD meetings in person.

- **Lodging** - SAME will pay the hotel directly for your accommodations for arrival the day before the NLA meeting and departure through the end of conference activities for JETC/SBC, (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*

- **Airfare** – SAME will pay for the airfare for government leaders up to \$500 for CONUS and \$1,500 for OCONUS. Airfare must be booked via the SAME 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.*
- **Driving** - For those within driving distance to NLA meetings at events, SAME will reimburse government leaders up to \$500 for mileage and parking for up to five nights. You must complete an expense report (Appendix A) 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.
- **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.).
- **Per Diem/Meals** - SAME does not provide per diem or reimburse for meals.

### **SAME National Executive Committee**

**Registration** - Complimentary registration to National events (CapWeek, JETC, PLW, and SBC) will be provided.

#### **Lodging**

- The National President is provided complimentary room nights at PLW, SBC, Capital Week, and JETC (for JETC occurring at the end of term year). Reservations will be made by the individual and adjusted by SAME National staff.
- The Foundation President is provided complimentary room nights at Capital Week. Reservations will be made by the individual and adjusted by SAME National Staff.
- The President-Elect, Past President, Vice Presidents, and Treasurer 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 adjust your existing reservation if made in the correct block. These positions should not wait to make reservations.
- Reservations for PLW are to be made by the individual using the link provided for the hotel block. You will be required to reserve with a credit card and provide a card for incidentals upon check-in.
- *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 assist RVPs to visit the Posts in their region. An expense report with receipts must be submitted within 30 days of the visit to be reimbursed (Appendix A).

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, PLW 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. For BOD members attending the meeting, they may arrive on Saturday and leave after the meeting or stay through the entirety of PLW.
- Public sector RVPs may request airfare assistance.

*Baggage fees, meals, rental cars, Uber/Lyft/taxi, parking and mileage to/from home airport will not be reimbursed.*

NLA Contact/National Events: Kathy Off, koff@same.org, 703-549-3800

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



Appendix A – EXPENSE REPORT

Society of American Military Engineers

# SAME National Leadership Expense Report

*Receipts Required for All Reimbursable Expenses*

|   |                                |
|---|--------------------------------|
| <b>Name:</b>  | <b>Date:</b>                   |
| <b>Mailing Address:</b>   |                                |
| <b>Travel Dates:</b>  | <b>Trip to (Name of Post):</b> |
| <b>Purpose Of Trip:</b> <input type="checkbox"/> Officer installation <input type="checkbox"/> IGE event <input type="checkbox"/> Industry Day <input type="checkbox"/> Small Business event <input type="checkbox"/> Social/Holiday event <input type="checkbox"/> Other _____ |                                |

| EXPENSES  | DESCRIPTION | Amount |
|---|-------------|--------|
| Air Travel  |             |        |
| Lodging   |             |        |
| Economy Rental Car and Gas  |             |        |
| Postal Leaders Lunch or Dinner  |             |        |
| Member Recognition  |             |        |
| Privately Owned Vehicle<br>\$0.65.5 cents per mile outside your<br>local area (50 miles+) |             |        |
|   |             |        |
|   |             |        |
| TOTAL EXPENSES  |             |        |

**ADDITIONAL NOTES:**

In what capacity did you meet with the Post BOD

What topics/issues were discussed?

Outcomes from the visit

What, if any follow up or assistance does the Post require from the RVP and/or National Office?

Allowable Expenses Include: Airfare, lodging, economy rental car (including gas), hosted meal with Post Leaders and Member Recognition. If using a privately owned vehicle to travel outside the local area (50 miles), SAME will reimburse for mileage at the current IRS Standard Mileage rate of \$0.65.5 per mile. Provide Map route directions to support mileage. Airfare will be reimbursed for only economy fare and at a price purchased at least 14-days in advance of travel. **Expense form with receipts must be submitted within 30 days of travel.**

RVPs submit receipts and expense report to SAME National Office, Jill Murphy: [posts@same.org](mailto:posts@same.org)

NLT submit receipts and expense report to SAME National Office, Kathy Off: [koff@same.org](mailto:koff@same.org)

I request reimbursement for these travel expenses as a volunteer national leader.

\_\_\_\_\_  
SAME National Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorization by Jill Murphy or Kathy Off

\_\_\_\_\_  
Date