

BCC Policy – Lodging and Travel

September Board Meeting

It is the intent of this policy to inform BCC board members of its intention to cover the lodging expenses for all board meetings held every September to conduct the business of the organization. It was approved on September 20, 2011 at the September Board Meeting held in Santa Barbara, CA as part of the 2012 budget approval process.

The September Board meeting will be the financial responsibility of BCC, to include:

- Meeting facilities/any audio/visual equipment required for presentation
- Sleeping rooms (excluding: in room movies, use of mini-bar, phone calls, room service, internet service)
- Meals and drinks at the meeting (alcohol is not included, unless part of the Board meal)

Those included under this policy:

- Board members and significant others
- BCC invited speakers
- Staff

For all those attending the September Board meeting, the sleeping rooms will be covered under the Master account; any other charges, as noted above, will be covered by each individual.

For those not included in the Master Account, the following reimbursement process should be adhered to:

- Original receipts for travel, conference fees, meals, excluding alcohol, and ground transportation if applicable
- If personal car used, reimbursement is determined by current IRS mileage standards
- All receipts and reimbursement invoice shall be submitted within 30 days after event

Travel expenses – BCC

If traveling as a representative for BCC business, the following applies:

- All travel for BCC will be approved prior to making travel arrangements
- Requests or designation approval will be made to or by the Executive Committee or the BCC President
- This policy applies to those designated to travel as a representative of BCC and will not cover expenses of significant other or traveling companion

- Reimbursement for travel will include the appropriate documents (original receipts):
 - Travel receipts (coach and process for assuring reasonable fare – time frame set by airline or train when possible)
 - Arrangements will be made by the representative and appropriate documents submitted for reimbursement
 - Meal receipts (excluding alcohol)
 - Rental car if approved prior to travel
 - Conference fees to include any entertainment fees that are part of the conference
 - Lodging rates (exclude deluxe or luxury accommodation, unless at conference site and rates set by conference/meeting)

Ground transportation will be most economic – hotel shuttles, public transportation sharing taxis, etc.
Use of personal car or rental car, mileage reimbursed at current IRS rate for car use
Will not cover entertainment fees, exercise or spa fees, any entertainment fees not directly related to business (personal convenience) and/or which do not benefit BCC will not be reimbursed
All receipts and reimbursement invoice shall be submitted within 30 days of event

Policy for Honorarium and Expenses for Speakers at BCC Board meetings

BCC recognizes the importance of having speakers to visit and interact with board members around a variety of issues that impact various aspects of blood banking and the services provided by community blood centers. We also recognize some speakers require an honorarium for the time spent with BCC and to that end, the following policy will be in effect:

BCC will provide lodging for all speakers if necessary
BCC will reimburse for travel if requested
BCC will provide an honorarium if requested

Upon approval of this policy, funds will be appropriated to cover transportation, lodging and honorarium.

Honorariums will be based on the following:

Academic Presenters
Researchers associated with blood centers
Presenters associated with industry