

Poultry Science Association

Policy on Symposia, Invited Speaker Travel Expenses

4.5.3 Symposia during the Regular Meeting

- 4.5.3.1 Symposium proposals are to be presented by the Program Chair to the Board of Directors at the Fall Board meeting the year before the symposium is to take place; the final list of speakers, titles, funding sources, and budget are to be presented to the Board for final approval at the following midyear meeting.
- 4.5.3.2 **Chairs of symposia are encouraged to obtain funding from sponsors to cover all costs; fund-raising efforts should be conducted in coordination with the Executive Director (ED) to minimize duplicate solicitations.** These funds are to be used to cover travel and expenses for speakers who are not PSA members and ordinarily would not be attending the PSA meeting.
- 4.5.3.3 PSA will provide up to \$3,000 per symposium to be used for reasonable and justifiable costs to speakers. While it is not expected that this money will be regularly used, it may be used to help defray travel, meeting, or publication costs at the discretion of the symposium chair with the concurrence of the Executive Director as approved at the mid-year Board of Directors Meeting.
- 4.5.3.4 In the event that funding is obtained to cover costs for speakers that would ordinarily not be attending the meeting, the PSA Policy on Invited Speakers would apply and should be distributed to those speakers prior to the meeting.
- 4.5.3.5 All speaker expenses must be claimed by using the Expense Form located on the PSA Website. Upon completion, the expense form is to be mailed with original receipts to the PSA Business Office within 30 days of travel; Attention: PSA Director of Business Operations. All expenses are reviewed and approved by the Executive Director. Claimed expenses without receipts will not be reimbursed.

4.5.4 Policy on Invited Speaker Travel Support/Expenses

- 4.5.4.1 Registration fee is waived for non-PSA members.
- 4.5.4.2 No more than two nights lodging shall be paid, unless participation warrants greater duration. Speakers can choose the hotel they wish to stay in, but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Speakers would be responsible for the difference.
- 4.5.4.3 Economy or coach airfare; airfare limits such as purchased at least 21 days in advance. Charges due to changes in travel agendas after the airline ticket has been purchased are the responsibility of the speaker unless amended due to an emergency.
- 4.5.4.4 No other specific incidentals shall be paid (phone, laundry, flight or medical insurance, etc.).
- 4.5.4.5 If driving privately owned vehicles, the federal mileage rate is used for Reimbursement. Go to <http://www.gsa.gov/portal/content/100715> for reimbursement information. Total for mileage **is not to exceed** airfare as determined in 4.5.4.3 above.
- 4.5.4.6 Rental cars should be selected at lowest reasonable cost (usually intermediate or smaller). Unusually expensive rental vehicle costs will not be allowed unless approved by the Executive Director.

- 4.5.4.7 Speakers are strongly encouraged to utilize hotel and airport shuttles rather than cabs.
- 4.5.4.8 Speakers are strongly encouraged to utilize long-term parking at airports.
- 4.5.4.9 No bank transfers/charges for overseas speakers will be allowed; all payment of expenses shall be made by check in US currency only. No cash payment on-site. No monetary support will be provided to speakers for presentation preparation.
- 4.5.4.10 Honoraria will not be supported unless the Symposium Chair specifically arranges and solicits additional funding and has approval in advance from both the Program Chair and Executive Director.
- 4.5.4.11 Time limit to turn in expenses shall be one month after presentation. If expenses are not turned in by this time, they WILL NOT BE PAID.
- 4.5.4.12 All speaker expenses must be claimed by using the Expense Form found on the PSA Website. Upon completion, the expense form is to be mailed with original receipts to the PSA Business Office within 30 days of travel; Attention: PSA Director of Business Operations. All expenses are reviewed and approved by the Executive Director. Claimed expenses without receipts will not be reimbursed.
- 4.5.4.13 ~~Symposium papers to be submitted for publication must be sent electronically to the Symposium Chair by the day of presentation, unless the Symposium Chair sets a different deadline (keeping in mind Section 4.5.5 with regard to stipulations of the Editor-in-Chief).~~ See the Symposium Publishing Guidelines
- 4.5.4.14 If an invited speaker issue regarding reimbursements is not addressed in this policy, contact the Executive Director for approval.