

EMPAA Handbook

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PURPOSE

The purpose of the EMPAA Handbook is to outline the organization's guidelines and practices. The handbook serves as a reference tool to assist with meeting planning and attendance.

I. Travel Expenses

1. The submission of itemized receipts detailing all travel-related expenses is a mandatory requirement in order to be reimbursed.
2. All travel must be booked at least fourteen (14) days in advance of the meeting, unless approved by an EMPAA officer.
 - a. The organization understands that instances may occur when permission to travel is not granted until a date in close proximity to the meeting's start date.
 - b. If it appears that the state may not grant approval to attend the meeting until very close to the 14-day period prior to the meeting, then the potential attendee should communicate to an EMPAA officer that their approval has been delayed.
3. All travel expenses should be booked through the EMPAA preferred travel agent or an EMPAA officer. The EMPAA preferred travel agent is: Claudia LeValley. Claudia's telephone number is 419-238-1264 and her email address is claudia@spectacularadventures.org.
4. An EMPAA officer must approve any charges associated with a change in reservation.
5. EMPAA will cover the baggage cost for one piece of standard luggage. If more than one piece of luggage is necessary, the meeting attendee must notify an EMPAA officer and obtain prior approval for the additional baggage expense.
6. EMPAA will cover the cost of the most economical form of travel.
 - a. If a meeting attendee chooses to drive rather than fly, the mileage reimbursement cannot exceed the lowest cost of a commercial coach round-trip airfare if booked twenty-one days or more from the flight date.

- b. An airfare quote from a travel search engine (*e.g.*, kayak.com, expedia.com) must be submitted to an EMPAA officer for advanced approval if a meeting attendee plans to drive a distance that is 350 miles or greater each way (according to mileage calculated at <https://maps.google.com/>).
- c. If approval to drive a personal vehicle to the meeting has been granted, the mileage reimbursement will be based upon the current federal mileage rate.

II. Rental Cars

1. Rental car insurance is not reimbursable by EMPAA. The renter is responsible for securing adequate insurance. Any costs related to traffic violations, accidents, damages, and so forth are the responsibility of the person driving and not the association.
2. The rental of a GPS device is not reimbursable.
 - a. If the rental of a GPS device is required, prior approval by an EMPAA officer is required.

III. Meals

1. EMPAA will cover the costs for food and refreshment during travel to and from the annual meeting; however, itemized receipts are required to obtain reimbursement.
2. Meal costs should not exceed \$15 for breakfast, \$25 for lunch, and \$50 for dinner. An EMPAA officer may authorize additional expense with appropriate justification.
3. Costs of meals for spouses or guests of meeting attendees are not reimbursable.

IV. Tips

1. The association does not cover tips paid to shuttle drivers, bellhops, or housekeeping staff.
2. For meals that were not provided as part of the meeting, an itemized restaurant receipt should reflect the meal's total cost, including the tax and tip (in compliance with Section III). Therefore, with submission of an itemized receipt, a meal's total cost, inclusive of tax and tip, is reimbursable.
3. An EMPAA officer will be responsible for any group tips due to individuals such as bus drivers who have transported the group to a location away from the meeting hotel.

V. Non-Covered Items

1. Valet parking is not covered unless approved in advance by an EMPAA officer.
2. Room service or the purchase of a meal in the place of a meal that was provided as part of the meeting is not covered.
 - a. If other eating arrangements were necessary due to a sudden illness, then an EMPAA officer may authorize an exception.
3. The cost of internet access is not covered if the hotel room rate does not include internet access.
4. Costs for items associated with networking activities, such as golf club rentals, are not covered unless such items are specifically identified as part of the meeting.

VI. Nomination for Additional State Representation

1. For states located outside of the EMPAA region, more than one representative per state may be considered for attendance at the

meeting through the submission of a 'free form request' to any EMPAA officer.

2. The free form request for an additional state representative should explain the benefit that would be gained through the attendance of two representatives from the same state.

VII. Alumni Registration

1. Former EMPAA state members may have their registration fees waived if they are *not* currently working for a for-profit organization.
2. Registration fees for alumni from states located outside of the EMPAA region may be waived if the registrant had a minimum five-year tenure with their state and was active in either their state's regional organization or the national association.
3. The final decision for waiver of the registration fee for alumni rests with the current EMPAA chairperson.

VIII. Scholarships

1. EMPAA will cover the costs for two representatives from each state within the EMPAA region to attend the annual EMPAA meeting.
2. If the attendance of more than two state representatives from an EMPAA state is desired, a request may be submitted to an EMPAA officer for review.
3. Officers of EMPAA, AMPAA, or presenters at the meeting are not counted as representatives of the particular state.

IX. Conference Costs for Other Meetings

1. EMPAA members are encouraged to attend other pharmacy or Medicaid conferences at the expense of EMPAA.

2. EMPAA members desiring to attend ancillary meetings should submit a budget to an EMPAA officer and include known costs for travel, lodging, registration, and meals.
3. EMPAA members who attend ancillary meetings at EMPAA's expense should include a synopsis of the meeting with their expense reimbursement request.
4. The synopsis of the meeting should include information about conference speakers who may have topics of interest to present at a future EMPAA meeting.