Policy Category: Financial

Policy Title: FLS Reimbursement Policy for NYLA Annual Conferences

Effective Date: February 12, 2018

Responsibility for Implementation and Compliance: FLS Treasurer, FLS Conference Curator for the NYLA Annual Conference, and FLS Liaison to the NYLA Continuing Education Committee

Reviewed: Approved by the FLS Board on February 12, 2018

Statement of Purpose: This policy covers costs incurred in the execution of the FLS programs and special events at the NYLA Annual Conference and Section-sponsored continuing education workshops offered through NYLA. These costs may be out-of-pocket expenses or chargebacks from the Association.

FLS Reimbursement Policy for NYLA Annual Conferences

All conference and pre-conference expenses must correspond to the Friends of Libraries Section’s approved annual operating budget (FY July 1 – June 30). The FLS Conference Curator (the Section’s First Vice President/President-Elect) and the FLS Liaison to the NYLA Continuing Education Committee must adhere to the current fiscal year’s approved budget allocation.

All reimbursements must conform to current NYLA Reimbursement Requests guidelines (posted on the NYLA website under “Council Resources”) and to NYLA’s current Conference Curators’ Handbook available online at www.nyla.org. NYLA’s reimbursement rates are based on the New York State Reimbursement Rate for Professional, Scientific, and Technical Employees, which dictates rates for lodging and meals by county. The current mileage reimbursement is based on the IRS rate per mile for business travel.

Expenses are incurred out-of-pocket by the individual and reimbursement requires receipts to verify these expenses. This policy and accompanying procedures concerning acceptable receipts will be outlined to conference speakers in writing in their speaker agreement letters.

Definitions:
• Travel expenses includes: transportation tickets (e.g., train tickets), ground transportation (e.g., taxi fare), mileage, tolls, and parking fees, as applicable.
• **Lodging expenses** includes: hotel room cost only (no charges for meals, minibar, Internet access, or other extra fees). Taxes will not be reimbursed. Residents within 50 miles of the conference site are not eligible for lodging reimbursement.

• **Conference registration** for speakers is handled by NYLA. Speakers identified in the “Conference Program Proposals” submitted for the annual conference will receive a complimentary waiver of a one-day conference registration fee for the day of their presentation. (This registration is non-transferrable. Consult the current *Conference Curators’ Handbook* concerning discounts for speakers attending the full conference.)

• **Meals and Incidental Expenses (M&IE):** FLS may pay for meals of invited guests as approved by the Board. A per diem rate for meals may be paid to speakers if the traveler must leave home before 7 a.m. or return home after 7 p.m. Meals and incidental expenses are reimbursable for the following expenses:

The FLS Conference Curator (the Section’s First Vice President/President-Elect) and the FLS Liaison to the NYLA Continuing Education Committee do not receive any reimbursement for their travel, accommodations, or annual conference registration fee associated with attendance at the annual conference or pre-conference. Costs for mileage, tolls, and lodging are reimbursed by NYLA for attending the required meeting in the winter of all conference curators held at NYLA Headquarters in Guilderland.

Completion and submission of NYLA’s Request for Reimbursement forms will follow the “FLS Financial Procedure for Reimbursement Request Forms” currently approved (December 11, 2017).

**CONFERENCE SPEAKERS AND PROGRAM PRESENTERS/PANELISTS** are entitled to reimbursement for the following expenses:

• **Travel expenses** will be reimbursed as applicable, including transportation tickets (e.g., train tickets, taxi fare), mileage, tolls, and parking fees. Mileage will not be reimbursed for local residents, defined as those living within a 50-mile radius of the conference center. Local residents are eligible for reimbursement for parking.

• **Lodging expenses** will be reimbursed for the hotel room cost only (no charges for meals, minibar, Internet access, or other extra fees). Taxes will not be reimbursed. The Conference Curator is requested to use NYLA’s “Speaker Lodging Request Form” for the presenter’s lodging at hotels NYLA has identified for the conference. If the speaker chooses to stay at lodging that is not one of the conference hotels, the reimbursement for lodging will be capped at the cost of a single standard room at the headquarters hotel. (In 2017, this amount was $165.)

• **Meals** will be reimbursed under the guidelines under “Definitions” above. Alcohol is not reimbursable.

• **Materials** for distribution to conference participants (e.g., workshop handouts).

The Conference Curator has discretion to make adjustments in these reimbursements in consultation with the FLS Board and FLS Treasurer.
FLS MEMBERSHIP GIFTS IN LIEU OF HONORARIA

FLS is bound by NYLA’s Honoraria Policy as outlined in the current *NYLA Leadership Manual*. If the presenter is a NYLA member, the Section is prohibited from providing the speaker with an honorarium.

Regardless of the speaker’s time involvement (e.g., participant in the Friends Showcase for 15 minutes or less, featured speaker, panelist), FLS will offer the person or their Friends of the Library group a complimentary one-year membership in FLS.

Consult the FLS Financial Procedure “FLS Membership Gifts in Lieu of Honoraria” for eligibility and the current methods for handling these memberships.

This honoraria policy does not restrict contractual reimbursements arranged by the Conference Curator or the FLS Liaison to the NYLA Continuing Education Committee with presenters of workshops during the NYLA Pre-Conference. NYLA Council has approved payment of honoraria or fees to NYLA members who plan and present a C.E. workshop, especially for speakers with professional expertise that is outside the field of librarianship. Speakers must complete a W-9 form for these payments. The original W-9 must be submitted to NYLA by the Conference Curator.

The Conference Curator may bring special circumstances for individual speakers to the FLS Board for a decision on a variation of this policy.

file: FLS Reimbursement Policy NYLA Annual Conference
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