

## AMATYC Executive Board Meeting Dates 2020 –2021

### Meeting dates and times for 2020.

<b>SPO</b> <b>January 9-12, 2020</b> <b>Memphis, TN or virtual</b>	The Strategic Planning and Orientation (SPO) meeting is scheduled for January 9-12, 2020 in Memphis, TN but it may be virtual. I will let you know after the Fall Board Meeting 2019. I will let you know travel dates after the FBM.
<b>SBM</b> <b>April 16-21, 2020</b> <b>Memphis, TN</b>	The Spring Board Meeting (SBM) for 2020 will be held in Memphis, TN on April 16-21. You should plan on arriving Thursday, April 16 <sup>th</sup> . We will meet all day on Friday, Saturday, Sunday, and Monday. The Finance Committee may meet on Tuesday morning, April 21 <sup>st</sup> . Board members who are not on the Finance Committee may leave for home after the meeting ends on Monday afternoon (flights shouldn't be before 7 p.m.) or wait until Tuesday morning. Finance Committee members should make reservations for home after 1 p.m. on Tuesday afternoon.
<b>FBM</b> <b>November 7-15, 2020</b> <b>Spokane, WA</b>	The Fall 2020 conference will be held in Spokane, WA on November 12-15, 2020. The Fall Board Meeting (FBM) will be held prior to the conference on November 8-11. We will meet all day on Sunday, Monday, Tuesday, and Wednesday, including some evenings. We will also meet immediately following the Delegate Assembly on Saturday, November 14. You should plan to arrive on Saturday, November 7 <sup>th</sup> (anytime) and to depart after noon on Sunday, November 15 <sup>th</sup> .

### Meeting dates and times for 2021.

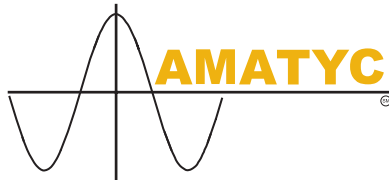
<b>SBM</b> <b>April 8-13, 2021</b> <b>Memphis, TN</b>	The Spring Board Meeting (SBM) for 2021 will be held in Memphis, TN on April 8-13. You should plan on arriving Thursday, April 8 <sup>th</sup> . We will meet all day on Friday, Saturday, Sunday, and Monday. The Finance Committee may meet on Tuesday morning, April 13 <sup>th</sup> . Board members who are not on the Finance Committee may leave for home after the meeting ends on Monday afternoon (flights shouldn't be before 7 p.m.) or wait until Tuesday morning. Finance Committee members should make reservations for home after 1 p.m. on Tuesday afternoon.
<b>FBM</b> <b>October 23-31, 2021</b> <b>Phoenix, AZ</b>	The Fall 2021 conference will be held in Phoenix, AZ on October 28-31, 2021. The Fall Board Meeting (FBM) will be held prior to the conference on October 23-27. We will meet all day on Sunday, Monday, Tuesday, and Wednesday, including some evenings. We will also meet immediately following the Delegate Assembly on Saturday, October 30 <sup>th</sup> . You should plan to arrive on Saturday, October 23 <sup>rd</sup> (anytime) and to depart after noon on Sunday, October 31 <sup>st</sup> .

**Hotel:** There is no need to reserve a hotel room for these meetings. For the SPO and SBM, the AMATYC staff will schedule the rooms. The Conference Coordinator will schedule rooms at the conference venue for the FBM and annual conference. For these meetings, you will receive a single room (usually 1 king or 2 doubles).

**Registration:** By AMATYC policy, all AMATYC Executive Board members must pay the conference registration fee. You are responsible for registering for the conference. Since late registration fees apply to all members, please register before the early registration period ends.

**Flights:** You are responsible for reserving your own flight to the Board meetings. Please see the AMATYC travel policies in the PPM for more details concerning AMATYC travel.

Most of your expenses to each meeting in 2020 and 2021 will be paid for by AMATYC. You should be aware of the policy for AMATYC travel. The AMATYC Travel Policy is listed in the AMATYC Policy and Procedures Manual (PPM 6.10.2). You can download the current version of the PPM at <http://internal.matyc.org/>.



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Here are some highlights of the AMATYC travel policy.

- An AMATYC leader will book his/her airline reservations, paying for the ticket him/herself.
- Travelers are expected to make good-faith efforts to secure lower fares when traveling on AMATYC business. All air travel must be coach (tourist, economy, etc.) with reservations made at least seven days in advance. Efforts should be made to obtain discount fares. The best prices, exclusive of sales, are usually obtained if you book your transportation more than 21 days in advance. Tracking fares via Internet is encouraged.
- AMATYC will reimburse airline travel, including taxes and fees, up to \$500 without prior authorization. **Authorization must be obtained in advance from the Treasurer or President if the fare, including taxes and fees, exceeds \$500 per round trip.** In the absence of the Treasurer, the President may provide authorization. Failure to obtain authorization in advance will result in the traveler paying any amount in excess of \$500.
- A traveler may be reimbursed for airfare prior to travel by submitting a reimbursement form and the receipt with itinerary. A copy of the printed receipt obtained at check-in or from the airline website must be submitted with the post-travel reimbursement form as evidence of travel to the AMATYC Treasurer.
- Receipts for air travel are required. Even if the air travel expense is billed directly to AMATYC or reimbursed directly to AMATYC or reimbursed prior to travel, a printed receipt obtained at check-in or from the website must be sent to the Treasurer with the traveler's post-travel reimbursement form. Itinerary, showing ticket price, and boarding passes may be substituted.
- A traveler may be reimbursed for the cost of one (1) checked bag for personal use. If additional baggage is required to transport materials or equipment related to AMATYC use, the cost of additional bags may be reimbursed with advanced approval of the Treasurer. Receipts are required.
- Persons being supported by AMATYC for travel to the conference will be reimbursed for ground transportation from the airport to the conference hotel at a maximum equal to the cost of one round trip on the Super Shuttle (or equivalent). At the SPO and SBM, the AMATYC staff will arrange transportation to and from the airport.
- AMATYC reimburses food at a per diem rate of \$41 (maximum). No receipts are required. Partial day's food allowance: Breakfast - \$7.00; Lunch - \$11.00; Dinner - \$23.00. If AMATYC provides meals for you, appropriate amounts should be deducted from the per diem food allowance for those meals provided by AMATYC.
- Reimbursement for expenses WITHOUT RECEIPTS will be made only for:
  - FOOD (subject to the per diem)
  - MILEAGE: According to IRS guidelines set on **January 1, 2019 (\$0.58)** per mile times the number of miles driven). Please include a web-based mileage calculator showing actual mileage.
  - BAGGAGE HANDLING AND OTHER TIPS: Tips are reimbursed up to \$5 per person per hotel night stay. These include fees and tips given to porters, baggage carriers, and hotel staff. Gratuity for food is not included in this section
  - ROUND TRIP GROUND TRANSPORTATION to and from the airport/hotel up to \$10 per round trip. Receipts must accompany reimbursement requests for greater amounts.