



Conference for Food Protection

Travel Subsidy Policy

PURPOSE

This policy has been developed by the Executive Board to provide guidance for CFP members who seek funding from the Conference to participate in events that are approved by the Board. Financial assistance should only be requested when other funding resources for members are inadequate or unavailable. It is understood that Conference funds are limited. **Every effort should be made to fund travel utilizing employer resources.**

POLICY

When approved, the Conference will subsidize travel to Executive Board and other approved meetings in accordance with the following rules and guidelines:

- The subsidy may cover airfare, ground transportation (e.g., taxi, train, shuttle bus), meals and/or hotel expenses up to a limit of \$800 per member per meeting.
- Individuals requesting financial support must notify in writing the Executive Treasurer at least 30 days in advance of the scheduled meeting of the intent to apply for travel subsidy. The notification, on a form approved by the Executive Treasurer, must include the reason for the subsidy request and an itemization of estimated expenses. A Standing Committee Chair who is required to attend a Board meeting in person may designate an alternate to attend the meeting in their place. When this situation arises the alternate may apply for the travel subsidy.
- Applicants are expected to travel at the lowest fare that provides reasonable schedules and logical routes. Subsidies may not be used to upgrade airline tickets or pay fees for earlier departure times.
- Applicants are required to stay at the hotel contracted by the Executive Director for the meeting unless staying at home or with friends/family. In the event the stay is elsewhere and subsidy support is requested, Executive Director approval is required before the subsidy will be paid. Additional charges incurred because of a spouse/guest sharing a room will not be subsidized.
- The subsidy for meals will cover the actual cost of the meal(s) and taxes up to daily limit allowed by the federal per diem rate for the meeting location. Subsidies may not be used for alcoholic beverages nor any tips. Meal receipts must be kept and submitted.
- To receive subsidy, Board members must submit a reimbursement request to the Executive Treasurer on a form approved by the Executive Treasurer, along with a copy of each receipt, within 30 days following the meeting.
- Board members may apply for amounts in excess of \$800 only under extraordinary circumstances. Board approval is required before any subsidies in excess of the \$800 limit will be paid. An exception is made for the Executive Board meeting that occurs during the CFP Biennial Meeting which occurs over several days; the subsidy limit for this meeting is \$1,200.