ADGA Committee Expense Guidelines

All Committee expenses submitted for reimbursement must have prior written approval of the committee chair and be submitted to the Association Manager on the appropriate form. (Chair’s signature on the expense report is acceptable.)

STANDARD EXPENSE RATE

Stipend:
- $150 per day for a full day’s work.
- $75 per day for half day or travel day.
- Current salary level shall be paid for the trainer at a Linear Appraisal training or refresher session.

Travel:
- The lesser of actual economy/coach airfare, (including roundtrip mileage from home to the airport of departure, actual parking fees, tolls, airport fees, and one checked baggage fee), train fare, or current IRS reimbursement rate per mile for ground transportation. FLIGHTS MUST BE PURCHASED AT LEAST 30 DAYS IN ADVANCE.
- Actual parking fees, tolls, airporter fees, one checked baggage fee
- Actual car rental fees (car rentals require prior authorization from the committee chairperson)
- Individuals eligible for airfare reimbursement may request ADGA to purchase ticket or provide advance payment. If the individual is unable to attend the event, reimbursement to ADGA is required within 60 days of notification.

Food:
- $35 per day for full day
- $20 per day for half day or travel day
- Actual food costs (not to exceed $25)

Accommodations:
- Actual room expenses (excluding incidentals)

Standard Reimbursement Levels

LEVEL I: Eligible to be reimbursed for all expenses plus a stipend, as defined under the Standard Expense Rate:
A. Manager and Panel members at a Judges Training conference
B. National Show Chair (divided salary if co-chairs)
C. Clerk at a Training Conference
D. The trainer at a Linear Appraisal training or refresher session will receive current salary level

LEVEL II: Eligible to be reimbursed for all expenses, as defined under the Standard Expense Rate:
A. The chairperson or his/her designated committee member for the following committees: Annual Meeting, Advanced Judges, Linear Appraisal, National Show, National Show Fundraising, Colorama Sale, Spotlight Sale, Youth Activities at the National Show and the Annual Meeting, Finance Committee for the annual internal audit.

LEVEL III: Eligible to be reimbursed for accommodations and food, as defined under the Standard Expense Rate.
A. Linear appraisal committee members attending the refresher and/or training session. *Travel fare not to exceed $300 reimbursed to Refresher attendees for fares that exceed $300. First $300 responsibility of attendee.
B. Announcer for the National Show

LEVEL IV: Eligible to be reimbursed for food expenses only, as defined under the Standard Expense Rate.
A. Animal handlers at a Judges Training Conference
B. Committee members or other helpers, designated by a committee chairperson, who perform services necessary to a committee event

ADGA Policy Statements

- Those eligible for committee expenses shall not be reimbursed twice for the same expense, e.g. committee chair attending the annual meeting and also being reimbursed as a director; this restriction does not apply to salary or director stipend where appropriate.
- In the event there are co-chairs or two individuals performing the same function, the reimbursement shall not exceed the amount for one individual, except for the annual meeting in which both chairs shall receive full reimbursement for travel and accommodations.
- Reimbursement of airfare requires proof of booking 30+ days in advance.
- All committee expenses submitted for reimbursement must have prior written approval of the committee chair, and be submitted to the Association Manager on the appropriate form.
- Only persons staying for the entire event will be paid a stipend or expenses or both. Persons leaving prior to the completion of their task will not be paid and will be responsible for their own expenses.
- These standard expenses do not preclude the ADGA Board of Directors or the Executive Committee from authorizing payment of persons for specific purposes at a different rate.
- All expenses must be submitted by December 31st of the year incurred.

* The first $300 of the fare is the individual responsibility of the attendee. Flights must be purchased at least 30 days prior to the event. Reimbursement for airfare expense can be provided in advance of the event upon submission of a request and receipt provided to the Association Manager. If reimbursement is not requested in advance, the invoice needs to be provided to the PPC at the refresher. If unable to attend the event, the attendee is required to reimburse ADGA for the full amount within 60 days.

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ADGA Expense Guidelines

ADGA Director Annual Meeting Travel

District directors may receive toward travel expenses, within ten days after completion of the Annual Meeting, an allowance of $300 and $0.42 per ground mile one-way from home airport to host location airport.