

TACRAO Annual Meeting Travel Policy

Items in this policy supersede the same items in the TACRAO General Travel Policy.

Registration Fees

Registration fees for the TACRAO Annual Meeting will not be charged to the President, President-Elect, Secretary/Treasurer, AACRAO Representative, SACRAO Representative, and any “special guest” identified by the Board. These persons shall be referred to as travelers in the remainder of this document.

Registration fees will not be charged to presenters who will only present one session and not participate in the remainder of the conference.

Hotel

Traveler hotel registration fees and taxes for the Annual Meeting hotel may be paid by TACRAO. These fees may be paid using either the TACRAO credit card or other appropriate means.

Traveler fees incurred due to hotel room occupancy by persons not approved for TACRAO travel will not be paid by TACRAO and should not be charged to the TACRAO credit card.

Traveler incidental and/or elective fees (i.e. in-room movies, room service, mini-bar, phone charges, etc.) will not be paid by TACRAO and should not be charged to the TACRAO credit card.

Traveler hotel internet access may be covered by TACRAO and may be charged to the TACRAO credit card.

Airline Tickets

TACRAO will not pay for airline travel to the Annual Meeting for any member of the Board but may pay for other travelers by following the rules outlined in the TACRAO Travel Policy.

Automobile Mileage

Automobile mileage will not be reimbursed for travel to the Annual Meeting for any member of the Board. For other travelers, automobile mileage to the Annual meeting may be reimbursed based on the rules outlined in the TACRAO Travel Policy.

Parking

Parking fees for the Annual Meeting may be paid by TACRAO for travelers. Reimbursement will be based on the rules outlined in the TACRAO Travel Policy.

Taxi/Limousine

Taxi/Limousine or other transportation to and from the Annual Meeting site will not be reimbursed by TACRAO for any traveler unless approved by the President and Secretary/Treasurer.

Meals

Meals will not be paid for by TACRAO unless part of the Annual Meeting.