
DAMA New Jersey Speaker Reimbursement Policy

Effective as of 1/1/2003

It is the policy of the Executive Board of New Jersey DAMA to reimburse Speakers for travel and expenses directly related to their presentations at DAMA NJ meetings.

The Board considers the following expenses to be reimbursable:

Air or Rail Travel. The cost of air and rail travel for the Speaker will be reimbursed up to an amount that is no more than coach round-trip air fare from Speaker's home city to the airport nearest the location where the meeting or event is held (normally, this will be Newark Airport). The Speaker must inform DAMA NJ VP of Program the amount of the fare no later than two weeks prior to the date of the presentation. DAMA NJ will not reimburse the Speaker air travel in excess of the amount agreed up two weeks before the Speaker's presentation. DAMA NJ will not be responsible for, or reimburse the Speaker for air or rail travel for anyone other than the Speaker.

Lodging. DAMA NJ will arrange hotel accommodations for the Speaker and the Speaker for a maximum of one night hotel stay prior to the meeting where the Speaker is presenting. Exceptions can be made if the Speaker is traveling from the west coast. All exceptions will need to be approved in advance by the DAMA NJ VP of Program

Speakers will be responsible for paying for room and tax changes, to be reimbursed by DAMA NJ upon the presentation of a receipted bill. If Speaker wishes to stay at an alternate hotel, the Speaker is responsible for his/her own reservations and bill (unless otherwise arranged with the Board in advance) If Speaker wishes to stay at an alternate hotel, approval and eligibility for reimbursement is needed by advance by the DAMA NJ VP of Program. DAMA NJ will not be responsible for, or reimburse the Speaker for, lodging costs incurred for the benefit of the Speaker's spouse, family, significant other, or any other third party.

Ground Transportation.

- Car Mileage: If the Speaker drives to the engagement, personal car mileage will be reimbursed at \$0.36/mile.
- Limo Service. Car service will be provided to Speakers traveling by air or rail. Arrangements will be made by DAMA NJ. Approval by DAMA NJ VP of Program is needed if Speakers request to make their own

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arrangements for care service. Upon, the board's discretion, payment for a rental car can e made in lieu of limo service.

- **Parking.** If a Speaker drives to the airport, parking will be reimbursed for a maximum of two days unless other arrangements have been made with the DAMA NJ VP or Program. Receipts for parking must be submitted to the DAMA NJ Treasurer.
- **Meals.** Dinner the night before the Speaker's presentation, and breakfast the day of the presentation are eligible for reimbursement up to \$35.00. Receipts must be submitted to the DAMA NJ Treasurer

Incidental Expenses. Speaker will be responsible for all personal incidental expense charges such as movies, laundry, meals in excess of \$35.00, telephone calls, internet access etc

No other expenses will be paid by DAMA NJ unless they are approved in advance and in writing by the Board. Receipts need to be presented to the DAMA NJ Treasurer with all requests for reimbursement.

Speaker Fees Speakers will not receive payment such as a Speaker fee or honorarium for presenting at a monthly DAMA NJ meeting

In the event, that a Speaker presents at DAMA NJ as part of a multi chapter tour other arrangements regarding reimbursement may be made. If this occurs those arrangements will supercede this policy and the Speaker will be advised accordingly.

A copy of this policy will be emailed or otherwise provided to all candidate Speakers when they are invited to participate in a DAMA NJ event.