

# INVITED SPEAKER AND MODERATOR REIMBURSEMENT POLICY



The Georgia Fruit and Vegetable Growers Association is the main organizing and administrative organization of SE Regional Fruit and Vegetable Conference. GFVGA is a non-profit, volunteer trade association that has been awarded a modest budget through a USDA Specialty Crop Block Grant to provide invited SE Regional speaker and moderator travel reimbursement as needed for airfare, lodging, ground transportation, and meals not provided by the Conference. **THIS IS TO BE BASED ON ACTUAL EXPENSES INCURRED.**

Allocation of the available funds for each invited speaker or moderator is at the discretion of the Educational Conference Coordinator and is to be agreed upon in writing prior to the start of the Conference. The total expense for reimbursement of the invited speaker or moderator must NOT exceed these agreements. Reimbursements are available for invited individuals who can provide proof of reimbursement eligibility through receipts and meet guidelines below. Speakers and moderators are responsible for making their own travel and lodging arrangements. **PLEASE KEEP ALL RECEIPTS FOR REIMBURSEMENT.**

## REGISTRATION

All invited speakers and moderators receive a complimentary Full Conference registration. Optional meetings or events requiring additional registration or fees are not included.

## HOTEL & LODGING

Hotel information is posted on our website, [www.seregionalconference.org/hotel-and-transportation](http://www.seregionalconference.org/hotel-and-transportation).

- **All invited speakers and moderators must make their hotel or lodging arrangements.** All SE Regional contracted hotels and room blocks/rates can be accessed through the online portal at [www.seregionalconference.org/hotel-and-transportation](http://www.seregionalconference.org/hotel-and-transportation) with guaranteed rates until December 6, 2024. If you have trouble making a reservation or it appears that no rooms are available at the published room rate, please reach out to [reservations@visitsavannah.com](mailto:reservations@visitsavannah.com) or contact SE Regional staff at (706) 845-8200.
- Our policy is to only reimburse hotel expenses for the day before your presentation. GFVGA will not cover the cost of any additional nights and expenses on site. Reimbursements will be issued based on a standard, single-occupancy room; covering room, resort fee and tax costs only at a conference group rate and booked within official conference hotels room block.
- If you live less than 50 miles from the contracted hotels, GFVGA will cover only one night for the invited session within the allocated budget.
- GFVGA will not reimburse for other personal expenses, such as Pay-per-view TV, valet parking, mini bar, phone, internet connection, flight insurance, presentation preparation, rental of A/V equipment, laundry, room services, entertainment of other speakers, conferees, spouse, personal items such as clothing, jewelry, entertainment, souvenirs, gifts or laundry service, etc.
- If for any reason you are unable to attend the Conference, it is your responsibility to cancel any hotel or lodging accommodations. GFVGA will not reimburse for any lodging or any other associated fees.
- Our policy is GFVGA will not reimburse any booking that is outside of SE Regional reserved hotel blocks.
- Due to grant restrictions, GFVGA cannot reimburse for vacation or group rentals such as VRBO, AirBnB, etc.

## MEALS

- Meal expenses will be reimbursed up to a maximum of the US Government per diem per day for the day of travel to the Conference, time at the Conference, and the day of travel home. Reimbursement is expected to be for actual expenses incurred with proof of a receipt. However, if receipts are not available, the per diem can be claimed via [U.S. General Services Administration](https://www.fda.gov/oc/faq-federal-travel-regulations). We will not reimburse above per diem even with receipts.

## MODE OF TRANSPORTATION

Transportation information is posted on our website, [www.seregionalconference.org/hotel-and-transportation](http://www.seregionalconference.org/hotel-and-transportation)

### Personal Car Transportation

- Travel by personal automobile will be reimbursed to you at the current IRS mileage reimbursement rate.
- You will be asked to give starting and ending mileage on the expense report that should account travel from your residence to the hotel and the Savannah Conference Center. All tolls must be accompanied by a receipt to be reimbursed.
- GFVGA will not reimburse any personal car transportation if you decide not to attend the Conference.

### Air Transportation

- The closest airport is the Savannah/Hilton Head International Airport that offers 13 non-stop destinations with approximately 82 daily flights in and out of Savannah. Scheduled airlines include American Eagle, Continental Express, Delta, Delta Connection, United Express and US Airways.
- Invited speakers must book their flights at least 30 days in advance of the Conference (purchase date must be shown on receipt). This should allow you to be within the lower airfare timeframe for most airlines.
- Airline reservations should be made on your own; however, if you choose to use a travel agent/agency or service, GFVGA will not reimburse any service fee charged by a travel agency or airline fees.
- Domestic invited speakers will be reimbursed up to \$750 and international invited speakers up to \$1500 for air transportation. This includes fare, agent and seat selection charges. We will reimburse the equivalent of round-trip coach fare from your hometown to SE Regional. No first-class or business-class tickets will be reimbursed.
- No change fee, cancellation fee, or club access fee will be reimbursed.
- Luggage fees will be reimbursed for one checked bag. You will not be reimbursed for overweight baggage penalties.
- GFVGA will not reimburse any airfare or penalty fee if you choose not to attend the Conference. It is your responsibility to cancel any airline reservation.

### Ground Transportation

- Individual travel to/from your local airport, bus station, train station, as well as between the hotels and the Savannah Conference Center should be coordinated on your own. Parking fees are reimbursable at the lowest parking rate available.
- Taxi, shuttle, Uber, Lift, or other reasonable service can be reimbursed to travel to/from a residence to an airport to the SE Regional hotels or Conference Center.
- Original receipts for any form of ground transportation, such as buses, trains, airport shuttle, Uber, Lift, as well as parking are required. No shuttle services are provided by GFVGA.
- A rental car requires pre-approval from the Educational Conference Coordinator before the Conference. The speaker will bear any additional related costs such as auto insurance.

### Miscellaneous

- Payment of expenses will be in US Currency only and by check.
- No monetary support will be provided to speakers for presentation preparation.

I have read and understand the policy outlined above.

I certify I will not submit these expenses for reimbursement to my employer or another third party.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Acceptance Signature \_\_\_\_\_

\*\*Expenses will be reimbursed per the SE Regional Invited Speaker and Moderator Reimbursement policy.

**There are a few ways to submit your Travel Expense no later than January 31, 2025:**

- 1. Electronic submission:** <https://forms.monday.com/forms/b2be21f87c1f688f352fa038f5ed84fc?r=use1>
- 2. Complete and either DROP OFF:** onsite at the Ed Desk, **EMAIL:** [boleson@asginfo.net](mailto:boleson@asginfo.net), **FAX:** (706) 883-8215, or **MAIL:** Georgia Fruit & Vegetable Growers Assn, PO Box 2945, LaGrange, GA 30241

**Questions???** Call Beth or Randee at the GFVGA Office (706) 845-8200

**Indicate the role(s) you played:**  **Speaker**  **Moderator**

**Circle ALL the Ed. Conference(s) in which you participated as a Speaker or Moderator?**

- |              |             |                   |              |               |
|--------------|-------------|-------------------|--------------|---------------|
| Blueberry    | Citrus      | Organic           | Roadside Mkt | Vidalia Onion |
| Business Ops | Food Safety | Peach             | Strawberry   | Watermelon    |
| Caneberry    | Muscadine   | Precision Ag/Tech | Vegetable    | Other: _____  |

**Your Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Additional Instructions:** \_\_\_\_\_

Date	Total Mileage @ IRS Rate	Mileage Total	*Meals	*Lodging	*Airfare	*Taxi/ Shuttle	Total
<b>Category Sub-Total</b>							

*\*Itemized receipts for all expenses showing date and method of payment must be submitted or [U.S. General Services Administration](#) per diem rates will be applied.*

<b>TOTAL</b>	\$
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I have read and understand the SE Regional Invited Speaker and Moderator Reimbursement policy.

I certify I will not submit these expenses for reimbursement to my employer or another third party.

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Acceptance Signature** \_\_\_\_\_