



**ALBERTA NATIVE PLANT COUNCIL
SPEAKER REIMBURSEMENT POLICY
Amended March 17 2007**

Policy

- Invited speakers should be given the option of claiming expenses, if they choose to do so.
- Honoraria are not offered, but a gift may be presented to speakers, at the discretion of the workshop organizers.
- The contracting and payment of workshop instructors is a different issue and is not discussed under this policy.

Guidelines

- 1 Workshop registration fees
 - Workshop registration fees are waived for the speaker.
- 2 Banquet tickets
 - One complementary banquet ticket is available to the speaker.
 - Additional tickets must be purchased if available.
- 3 Travel Costs
 - Normally, the following expenses may be reimbursed:
 - full return fare or
 - vehicle travel costs at a fair rate per kilometre to be agreed on in advance.
 - ANPC is a non-profit society and as such does not pay the generous per km travel costs that industry or government does.
 - Bussing or carpooling is encouraged.
- 4 Accommodation
 - Up to two nights hotel costs may be reimbursed, with receipts.
- 5 Meals
 - Meals the day of the workshop are included in the workshop and banquet fees, which are waived for the speaker.
 - no additional meal costs will normally be reimbursed for the day of the workshop.
 - an exception may be made if the speaker does not attend the banquet, in favour of travelling home.
 - Additional meals before and after the workshop may be covered for the speaker's travel time, at the discretion of the Workshop Organizing Committee.
- 6 The approximate amount to be claimed should be agreed on by the speaker and the workshop organizers prior to the workshop. Expenditure up to 110% of this amount will be covered by ANPC.

