



**BASIC AND ADVANCED INSTITUTE
BOARD MEMBER AND SPEAKER GUIDELINES FOR COVERED EXPENSES**

The following are guidelines approved by the Board of Directors to assist the Education Chair and contractors in determining covered expenditures and limits associated with those expenditures. These guidelines were developed based on prior years' practices and are to be used to help maintain consistency in planning and budgeting for the Basic and Advanced Institutes of the MMTA. As with all MMTA events, expenditures are reviewed during the planning of the event and must fall within the budget and available finances.

1. The MMTA recognizes the commitment of the Board of Directors and the significant role they play in ensuring the enthusiasm and interest in the MMTA educational programs and networking. Basic Institute begins with a Sunday night session, followed by a Monday morning session in which the Board of Directors are often asked to participate. The cost of lodging at the Institute hotel will be covered by the MMTI budget if:
 - a. the Board members participate in both sessions; or
 - b. the evening event ends too late for a reasonable commute to return home.

The Contractor will make the reservations and charge the rooms to the Master Bill. Room sharing is encouraged but not required.

2. The same guideline in 1b follows for Board members attending the Basic Institute banquet ceremony.
3. Board members will not be reimbursed mileage for items 1 and 2 above.
4. The Board of Directors meeting is typically held on the Thursday of Basic Institute or in conjunction with the participants' skits or networking activity as planned by the Facilitator. The MMTA President will provide the Education Chair or the Contractor with the meal count for the Board members and the Contractor will make arrangements to include the Board members in the meal count for lunch. When the Master Bill is submitted for payment, the Board's lunch cost will be charged to the Board's budget and not the Institute's budget.
5. Members of the Board of Directors are also encouraged to attend the Thursday night banquet. The cost of the Board members' banquet meals will be paid from the Institute budget, however, the costs of any meals for guests of the Board members will be paid by the Board member or guest with no exceptions. The same applies to guests of MMTI participants with no exceptions. The

MMTA President will provide the Education Chair or the Contractor with the count so the Contractor can include them in the meal count.

6. The MMTA Board of Directors acknowledges the time commitment of the Education Chair to attend the Basic Institute, and has decided that attendance of the Education Chair at the Advanced Institute is encouraged but not required. This decision is based on the fact that generally there are several Board members who are in attendance at the Advanced Institute and can address issues or fill in if and when needed. In the event the Education Chair or a Board member is not on site or registered for the Advanced Institute but that individual's presence is required, the lodging for that individual will be covered by the Advanced Institute's budget.
7. The Education Chair serves as the Chair of both the Basic and Advanced Institutes. As per MMTA's policy, the Chair is entitled to a free registration to the event he/she chairs. In regard to the Institutes, the Chair is entitled to the registration fee of the Institute of which he/she attends as a participant, but this is limited to only one time per year. (i.e., The Education Chair will only be allowed to have the registration fee paid for one event if he/she attends both the Basic and Advanced Institutes as a participant in the same year.)
8. Speaker gifts, with the exception of thank you cards, are the last item for consideration and will only be given if the budget allows. Speaker gifts shall be governed by the following:
 - a. Gifts will not be given to professionally paid speakers or any speaker who charges a fee.
 - b. Gifts are to be no more than \$10-12 with preference given to items being sold by the Membership Committee if appropriate (e.g., travel mugs, hats, etc.) An Expenditure Request Form to transfer funds from the Education Committee to the Membership Committee must be submitted to the MMTA Treasurer if membership items are used. Other reimbursements or payments will follow the MMTA purchasing policy.
 - c. Thank you cards are given or mailed to all speakers by the Education Chair. The contractor orders the thank you cards.

This policy was adopted by the MMTA Board of Directors on September 19, 2014.