

## **WLRT/League Day Policy for reimbursement of hotel room charges for LWV-VA members**

LWV-VA will pay the fee for 1/2 room + tax for any member who makes a hotel reservation for a night before a Women's Legislative Round Table (WLRT). Arrangements Director and/or Treasurer will request a rooming list from hotel related to each WLRT. The treasurer will verify membership by checking the LWWUS database.

Because LWV-VA has a limited size room block and reservations at that rate are accepted by the hotel on a first-come-first-served basis, LWV-VA will reimburse the lesser of ½ the discounted rate plus tax, or the actual rate paid by the member. That is, if member registers too late, registers at another hotel, or for any other reason does not get the LWV-VA discounted room rate, LWV-VA will reimburse only ½ of the discounted rate plus relevant taxes; the member will be responsible for the difference. Availability of funds is subject to the approved budget and prior expenditures.

Reimbursement for a room at the designated hotel for WLRTs is limited to one night per session per member unless more nights are authorized by the president and treasurer, with consideration given for the purpose of stay and budget availability. The treasurer will track reimbursements to members to assure costs for additional hotel stays are not incurred without approval by the president and the treasurer.

If a member does not have a roommate and has not requested LWV-VA Arrangement Director for help in securing a roommate, the LWV-VA will only reimburse ½ of the discounted room rate plus relevant taxes. If the member asks LWV-VA for assistance in finding a roommate but no roommate is available, the President and/or Treasurer may authorize payment of the full discounted room rate with consideration of the budget. Every effort will be made by members and the LWV-VA Arrangements Director, Treasurer and President to find roommates for members attending the WLRTs and League Day.

LWV-VA will not reimburse members for parking, for food or beverages, or for mileage related to travel for an LWV-VA WLRT, including League Day. Vouchers must be submitted no more than 30 days after the end of the scheduled WLRTs.

## **Policy for reimbursement of WLRTs & League Day Room Fees for LWV-VA Board Members:**

Because Board members play an official role and help with the execution of WRLTs and League Day, the LWV-VA will reimburse Board members for ½ LWV-VA discounted hotel rate plus relevant taxes for any WLRT, including League Day, the Board member attends. Every effort will be made to find roommates for Board members. Authorization for payment of the cost of the full discounted room rate may be made by the president or treasurer only after a good-faith effort to find a roommate.

For WLRTs, LWV-VA will reimburse Board members for the cost of a room or for mileage (at the official IRS non-profit rate) but not both. LWV-VA will reimburse Board members for parking related to WLRTs. LWV-VA will not pay for Board members' meal, beverages, etc. outside of what is provided at the WLRT. Vouchers for reimbursement will be submitted within 30 days after the last WLRT attended.

Reimbursement for Board members reimbursable WLRT and League Day lodging/travel expenses will be made from the LWV-VA Operating Fund - Board Expense account.

LWV-VA Board members are encouraged to attend at least one or as many WLRTs as possible, but attendance is not mandatory.