



California Fly Fishers Unlimited

Sacramento's Oldest Fly Fishing Club...Since 1962
N.C.C.F.F. Affiliate
P. O. Box 162997, Sacramento, CA. 95816
www.cffu.org

SPEAKER REIMBURSEMENT POLICY AND PROCEDURES

Revised 6-29-2011

Revised 2-3-2014

Revised 2-1-2016

PURPOSE: This document provides the payment policy and procedures for all speakers (from both outside and within the club). Guest speakers are a critical component of California Fly Fishers Unlimited (CFFU) monthly meetings and Technical Thursday's. Annual budgets for Program Director and Technical Services Director are approved for the speaker's fee, meals and other expenses relating to the speaker as dictated below. Program Director and Technical Services Director will hereafter be referred to as "Director".

POLICY

This policy establishes guidelines for the payment of the speaker's fee. It also allows reimbursement to the Director for meals and incidentals pertaining to the speaker as outlined below.

EXCLUSIONS:

1. No CFFU Club Members are eligible for speaker fees. A current CFFU Club Roster should be checked for compliance.
2. Reimbursement for a meal is only authorized for the primary speaker and the Director (or their designee) hosting the meal. Any guests accompanying the primary speaker are not authorized for meal reimbursement.

SPEAKERS FEE: In the event a speaker fee is required, the Director is authorized to approve a maximum of \$300.00 per speaker as long as there are monies remaining in their budget. In the event all monies in their budget are spent, prior approval must be obtained from the Board of Directors before committing to any payment. The total speaker fee shall include all costs to the club, no additional payments are allowed for mileage or lodging.

If the speaker's fee is in excess of \$300.00, the Directors must receive approval from the Board of Directors before committing to the speaker and payment.

MEAL REIMBURSEMENT: A maximum of \$25 is authorized for a meal for the speaker, prior to the presentation, paid by the Director and authorized for reimbursement. The Director or their designee is also authorized a maximum of \$25 reimbursement for their meal if they host the guest speaker for a meal prior to the presentation. Receipts are required consistent with the current Member Reimbursement Policy and Procedure.

PROCEDURES

EXPENSES: Before payment to the speaker will be made, a Speaker Agreement must be completed by and approved by the Director on behalf of the speaker and submitted to the CFFU treasurer for issuance of a check. This signed document will serve as a receipt for the speaker fee. All other expenses related to the speaker, i.e., meal, name badges, badge holder, certificates, certificate frames, etc., will be submitted on a CFFU Member Check Request form in accordance with the Member Reimbursement Policy and Procedures. No mileage reimbursement is allowed to the speaker.

SPEAKER DONATIONS: Neither Director is authorized to accept a speaker fee that includes or is increased to include a donation to CFFU. This does not preclude CFFU from accepting donations from the speaker if offered free after the fact. Donations will be handled as a separate issue and are not related to the speaker fee.

Adopted by CFFU Board on 7/1/11 (By E Vote)

Amended by CFFU Board on 2/3/14

Amended by CFFU Board on 2-1-2016