

Symphony Society Conference Travel Policy
(Approved by Board 2012-2013)

The Executive Committee of the Southwest Florida Symphony Society shall recommend to the Board of Directors the designated representative(s) to attend the National Conference of the League of American Orchestras. (This number depends upon available funds and/or other named factors). Anyone designated to attend shall be committed to stay for the full conference.

Named delegates will be reimbursed for the following expenses. (A copy of the approved expenses shall be given to named delegates before attending any conference.)

1. Registration fee for the Conference including any meals that are part of the registration.
2. Airline ticket cost (if travel by train or private automobile, cost not to exceed comparable airfare.)
3. Hotel (room only). Double occupancy required/encouraged if more than one delegate named.
4. Cost of fare from the airport to the hotel and return.
5. Expense for meals not covered in the registration fee shall NOT exceed \$150.00. (Receipts required)
6. Expense sheets with all receipts must be submitted to the Southwest Florida Symphony Society within two (2) weeks of the end of conference for reimbursement.
7. Conference attendees will give a written report to the Society for inclusion in the News of Note.