

# Florida Local Government Information Systems Association

## Speaker Policy

It is the policy of the Florida Local Government Information Systems Association (FLGISA) to set expectations when booking speakers. The following guidelines shall be followed when communicating with potential speakers, so they know what to expect as far as amenities that are included or reimbursable by the FLGISA.

- The FLGISA may accommodate a speaker for travel, food, and lodging for up to two nights only. In certain circumstances, depending on the timing of travel as well as the session's timeslot, the speaker may only need to be accommodated for one night.
- If a speaker wishes to extend their stay in the days leading up to their session, or in the days following their session, the speaker is directly responsible for all food and lodging costs incurred at that time.
- Expense receipts must be submitted back to the FLGISA within 30 days after completion of the event. Expenses for travel, food, as well as tips should be reasonable and customary. The FLGISA uses the Federal Per Diem rates and guidelines to determine what is reasonable and customary. Expenses that exceed Federal Per Diem rates will not be reimbursed.
- Exceptions to this policy may be made on a case-by-case basis and approved by the Board of Directors, or through recommendations from the FLGISA's Events Committee.

**Approved by the FLGISA Board of Directors on July 6, 2016.**