

AAZK - Detroit Chapter Sponsored Keeper Travel Policy

1. Keeper must submit a Detroit Zoological Institute Travel Request Form to their appropriate supervisor.
2. Once the time off has been approved, the keeper must complete an AAZK Travel Request Form and attach a copy of the Detroit Zoological Institute Travel Request Form and any available documentation for the desired trip (i.e. brochures, registration forms, etc.).
3. AAZK will provide up to \$ 300 per keeper per year for travel. Certain exceptions will occasionally be made with membership approval (i.e. when some member wishes to use more than the \$300)
4. One representative will be sent to National AAZK Conference fully funded through our **Albert J. Figlioli Fund**^[1]. That representative shall be someone on the Executive Board. If no one on the Board can go, then it will be delegated to a member at large through a process, taking into account status and participation. Any representative that goes needs membership approval.
 - A. The Albert J. Figlioli Fund is to be set at \$2,500.00, and is set aside annually as part of the Detroit Chapter yearly budget. The fund will be specifically used to send chapter representative(s) to the Annual National AAZK Conference. Any remaining funds not expended for conference travel will be donated to a charitable organization in honor of Albert J. Figlioli, as directed by the Figlioli family.
5. Original receipts must support all expenses. Please sign and date all receipts
6. Authorized expenses are defined as:
 - Registration, enrollment, and other entry fees
 - Meals – up to, and not to exceed \$30/day
 - No meal allowances will be granted for one-day trips.
 - Lodging
 - Transportation
 - Gasoline
 - Other incidental expenses must be itemized and explained. Such as those that occur because a sudden change in itinerary. (i.e. Hurricane Katrina)
7. Examples of non-reimbursable:
 - Souvenir purchases
 - Bar tabs
 - Personal phone calls
 - Cost of in-room movies or other related entertainment
 - Meals for one-day trips
 - Personal credit card fees
 - Loss of property
 - Expenses of anyone else
 - Costs relating to side trips taken in conjunction with business trips

^[1] Albert J. Figlioli was an instrumental part in helping AAZK – Detroit in how we raise money. We voted and named the funds to be allocated for the AAZK, Inc. National Conference every year in his honor.

8. The approval of AAZK sponsored travel requests will be contingent upon the following:
 - Length of time the keeper has been a national and local AAZK member (at least one year).
 - Keeper's involvement in AAZK activities (15 points must have been accumulated in the past year.)
 - Completed Detroit Zoological Institute Travel Request Form
 - If the keeper's supervisor has granted the time off.
 - AAZK's budget
 - Relevance to the job.



AAZK – DETROIT CHAPTER TRAVEL REQUEST FORM

NAME: _____

POSITION: _____

NAME OF FUNCTION/
PURPOSE OF TRIP* _____

LOCATION: _____

TRAVEL DATES: _____

REGISTRATION: _____

TRANSPORTATION: _____

LODGING: _____

MEALS: _____

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TOTAL: _____

Board Member Signatures

_____ (President)

_____ (Treasurer)

Amount Approved: \$ _____

Travel Time Approved/Denied _____

Date: _____

* Attach documentation in the form of conference brochures, registration forms, etc.