



## **World Association for Veterinary Dermatology Airfare Policy**

The World Association for Veterinary Dermatology Administrative Committee (WAVD AC) meets annually as required by the Constitution of the Association. Air travel is required for the majority of committee members attending the meeting. This rationale for this policy is to minimize the cost of airfares while being cognizant of the need for committee members to have the necessary degree of comfort to effectively conduct business on behalf of the Association.

- 1) WAVD AC Members should plan travel well in advance to monitor and take advantage of low airfares as they become available.
- 2) Air travel of less than 6 hours will be reimbursed up to the lowest economy fare available with a reasonable itinerary with PRIOR approval of the Treasurer.
- 3) Air travel of greater than 6 hours will be reimbursed at a reasonable upgradeable (with money and/or points) or premium economy fare with a reasonable itinerary with PRIOR approval of the Treasurer.
- 4) A quote for the airfare must be obtained from the airline at the time of booking and forwarded to the Treasurer for approval BEFORE purchasing the ticket. If members choose to book more expensive fares, reimbursement will be limited to the cost of the upgradeable/premium economy fare available at the time; quotations of such fares will need to be provided for approval by the Treasurer and submitted together with receipts for the actual fares paid when reimbursement is claimed.
- 5) Flight insurance should be held or purchased specifically to cover the eventuality of a trip cancellation or change. If insurance is not obtained and a change or cancellation fee is incurred, this will be the responsibility of the committee member and not the Association.

- 6) Please note that in the past, WAVD had encouraged upgradeable *and* changeable economy fares. Since changeable fares are now in most cases as costly as business class fares, these are no longer acceptable. The insurance should cover unforeseen cancellations such as those due to medical issues.
  
- 7) The Treasurer may be able to accommodate one's preferred airline when he/she approves flights. However, if the preferred airline has a fare that is significantly higher than those of competitors, he/she will request that one look further for a more acceptable fare.