**Meeting Services**

**Academy Food & Nutrition Conference & Expo™**

The Academy of Nutrition and Dietetics’ annual conference registration has varied over the years depending upon a number of factors, including but not limited to location, state of the economy, and public safety.

During the ten year period 2004 through 2013, total attendance at FNCE has ranged from a low of 6,920 in 2006 (Honolulu) to a high of 11,574 in 2010 (Boston). The average attendance for the same years (including exhibitors) is 9,314.

**VIP Housing for all Boards**

The Academy, Foundation, ACEND, CDR and ANDPAC Boards of Directors are in the Priority Housing Block for FNCE and will be staying at the Headquarters Hotel, the Omni at CNN Tower. You will receive a detailed email on the benefits you have and instructions on how to book travel and registration. Your staff liaison will contact you regarding your housing arrangements.

**Looking Forward**

Our overall goal is to identify those cities that would fit our annual meeting and maximize our attendance. Of the eight cities that have been identified as “Good” for attendance, six are currently under contract or have signed letters of intent. Two new cities were added to the mix; Nashville and Indianapolis. The other two cities in the “Good” category, Baltimore and Minneapolis, either have facilities that are not yet ready to handle a meeting of our size or did not have availability.

Academy has contracted for dates and space through Fiscal Year 2030, with a few exceptions. Future meeting dates are as follows:

**FY 2015**

October 18-21, 2014

Atlanta, GA

Georgia World Congress Center

Atlanta Omni Hotel

**FY 2016**

October 3-6, 2015

Nashville, TN Music City Center Nashville Omni Hotel

**FY 2017**

October 15-18, 2016

Boston, MA

Boston Convention & Exhibition Center

**FY 2018**

October 21-24, 2017

Chicago, IL

McCormick West Building

Hyatt Regency Chicago

**FY 2019**

October 20-23, 2018

Washington, DC

Washington Convention Center

**FY 2020**

October 26-29, 2019

Philadelphia, PA

Pennsylvania Convention Center

**FY 2021**

October 24-27, 2020

Indianapolis, IN

Indiana Convention Center

JW Marriott

**FY 2022**

October 9-12, 2021

Boston, MA

Boston Convention & Exhibition Center

**FY 2023**

October 15-18, 2022

Atlanta, GA

Georgia World Congress Center

**FY 2024**

OPEN

**FY 2025**

October 14-17, 2024

Philadelphia, PA

Pennsylvania Convention Center

**FY 2026**

Open

**FY 2027**

October 10-13, 2026

Boston, MA

Boston Convention & Exhibition Center

TBA

**FY 2028**

October 23-26, 2027

Washington, DC

Washington Convention Center

TBA

**FY 2029**

OPEN

**FY 2030**

October 15-18, 2029

Philadelphia, PA

Pennsylvania Convention Center

As you can see from the table above, a few of our goals are beginning to appear;

1. Choosing the highest rated cities. For the most part, this is taking shape. We have added

Nashville and Indianapolis while at the same time we are eliminating San Diego in the 2015

Fiscal Year. Philadelphia, Washington, Boston and Chicago were already on our schedule.

2. FNCE must be in the month of October. One of the key elements was being consistent each year. Our members need to be able to count on FNCE being in October (we could change, but, in doing so, all FNCE dates should change). This has not happened in the past. FNCE has been,

in recent years, in September, October and November. As we add and subtract cities, we were successful in meeting this goal.

3. Begin the process of a five year rotation. As you can see from the future dates above, Atlanta, Philadelphia, Washington, DC and Boston repeat twice over the next fifteen years. In order to leverage better deals with the convention bureaus and hotels, these cities provided options on future years. Since most of these locations have historically high attendance and profitable locations, choosing these cities to become a part of any rotation made financial sense and met our criteria. In the event something changes, we can adjust the future agreements to allow for other cities. If our goal is to increase attendance and profitability, the Academy will need to determine which cities should fill in the remaining rotation.

**Academy, ACEND and CDR Meetings**

The Meeting Services team provides meeting planning services for over one hundred meetings each year, including the Public Policy Workshop, Fall House of Delegates Meeting, Leadership Institute, ACEND and CDR meetings. We were chosen to provide full service meeting planning for the 2012 through 2015 Weight Management Symposium and will continue this relationship through the 2017

Symposium. In addition, we are now providing contracting services to the Dietetic Practice Groups upon request and consulting with Affiliates if they have contracting or planning questions. The team provides all groups with services ranging from the identifying hotels and other event properties, contract negotiation, housing management, preparation of event orders, on-site management and invoice processing.

**The Importance of Travel Management**

While FNCE and other meeting management is a big part of what the Meeting Services Team does, our other major charge is oversight of travel management for the Academy. The average travel costs for the Academy, CDR, ACEND and the Foundation tops $900,000-$1,000,000 each year. Meeting Services has been charged with the task of monitoring travel spend as well as overall travel management with the goal of keeping expenses within budget perimeters even though there has been almost a 12% increase

in base fares since 2009. This increase does not include all the extra fees that have been tacked on to air travel in the past few years.

American Express Business Travel, as well as with our VIP travel service, TraveLink, provides online and agent assisted calls for our members and staff. As a Board Member of the Academy, we strongly encourage you to use TraveLink when booking your travel. When you book through one of their agents, it is an extra layer of protection should there be issues with your travel when on the road. You will find the TraveLink Information Sheet attached to this report.

Here are a few things to keep in mind:

1.) All persons traveling for the Academy must have a travel profile in the Axiom system even if you are going to exclusively use TraveLink (information and instructions attached).

2.) In order to maintain cost controls, all travel must be approved. However, given the amount of travel done by Academy Boards, Committees and staff (~2500 tickets per year), trips costing less than$600 are automatically approved by the online system and agent assisted bookings. If your ticket exceeds this amount it must be approved by the entity that is paying for the trip. Because of this, we ask that you book your trip between the hours of 7:30 a.m. and 3:00 p.m. on Monday through Friday. This will allow staff enough time to receive notification and approve/deny any trip that exceeds this amount. (Travel Policy for Volunteers attached.)

3.) Trips booked after hours or during the weekend will not receive timely approval and the ticket

(and associated cost) will be released and not issued.

4.) Please keep in mind that there may be a more cost effective trip available when booking your trip. Often there are flights within an hour or two that will cost much less. Ask the ticketing agent to find the lowest possible fare within that 1-2 hour window for comparison with your preferred flight. If it does not disrupt your travel plans, please consider booking the lowest available, convenient fare. A copy of the Board Travel Policy is attached for your review and reference.

Travel management is serious business to the Academy. Through the efforts of total travel management and volunteer and staff support, the Academy saved $632,075 in 2013 (calendar year).

**Academy of Nutrition and Dietetics**

**Volunteer Leader Travel Policy**

The Academy of Nutrition and Dietetics reimburses individuals for ordinary, necessary, and reasonable travel expenses that are directly related to Academy business. Reimbursement should be fair and equitable to the individual and the Academy using the lowest logical fare. Violation of the policy may result in denial of reimbursement.

All air and rail round trip travel at or under $600 will automatically be approved in the system. Hotel (if the Group is not using a Rooming List) and car reservations will require authorization regardless of the estimated expenses.

**LEADER/MEMBER TRAVEL AUTHORIZATION AND APPROVAL**

1. The appropriate staff director, practice or interest group treasurer/chair authorizes Academy paid travel and sends the leader/member an email that includes instructions to book travel using the Academy Travel Desk. The email will include the seven digit code (first three numbers of the GL Code + last four numbers of the GL code without the hyphen, i.e. 1034806) that is required when the member books airline or rail transportation. By providing the leader/member with the

authorization email, the person approving assumes responsibility for assuring the travel is within the budget.

2. The traveler may not finalize travel arrangements before receiving the email approval.

3. International travel (defined as outside the 50 states and Canada) must be pre-approved by the CEO, President or President-elect of the Academy. A list of approved meetings will be prepared each

fiscal year. International travel for practice or member interest groups must be pre-approved by the

Director, DPG/MIG/Affiliate Relations or the Vice President, Governance and Practice.

4. Expense reports for authorized travel must be submitted within ten (10) business days upon the conclusion of travel and approved by Academy staff approver or practice/interest group treasurer/chair.

5. Expenses for personal travel ancillary to business travel are the traveler’s responsibility. Only expenses incurred over the approved travel dates will be reimbursed.

**TRANSPORTATION Air Travel**

1. All travelers must have an active account in *aXiom®*. No airline reservations will be taken online or over the phone without an active account.

2. Flights should be reserved and confirmed through the Academy’s Travel Management Company, American Express Business Travel (AEBT) whenever possible.

3. Air travel must be booked **Monday through Friday between the hours of 7 a.m. and 3 p.m. CT** in order to be approved in a timely fashion. Travel booked outside these hours is subject to delay in approval or outright cancellation by the airlines.

4. In all cases, the traveler should use the lowest logical airfare. Look for flights within a one-two hour window of your preferred travel time, often you can find other flights at a lower cost without

significantly changing your travel plans.

5. If air travel is not reserved through AEBT and is directly paid by the traveler, reimbursement will be at the lowest logical available fare and considered an advance (if reimbursed prior to travel) until travel is completed and all applicable expense forms are submitted. In addition, any refunds or disputes will be the sole responsibility of the individual and not the Academy.

6. Domestic travel (*within the 48 contiguous United States, Alaska, Hawaii, Canada and Mexico)*: coach class is reimbursable. The additional cost for first and business class travel is at the traveler’s expense.

7. International Travel *(outside of the 48 contiguous United States, Alaska, Hawaii, Canada and*

*Mexico*): Business Class is acceptable if the traveler is scheduled to work the day of arrival.

8. Travelers are expected to make their reservations at least fourteen (14) days in advance, whenever possible, and book the lowest logical fare available on a major carrier. If the traveler was aware of the meeting more than fourteen (14) days in advance and confirms air travel less than fourteen (14) days prior to departure, the Academy reserves the right to reimburse at the lowest fare.

9. Travelers may keep their frequent flyer miles, but travel on a specific carrier should not be chosen solely for that reason.

10. Membership in airline clubs i.e., Admirals Club, Red Carpet Lounge, etc., is not reimbursable.

11. For travelers extending their stay over a Saturday or other night to incur a lower airfare, the cost of meals and lodging are reimbursable if approved by the appropriate Approver. The net savings to the Academy must be more than the cost of the higher priced airfare or rail fare.

**Mileage Expense**

Mileage is reimbursed at the IRS rate for the actual number of miles driven. Cost of parking and tolls for approved business trips are reimbursable. Traffic fines and parking violations are not reimbursable.

**HOTEL/LODGING**

1. If attending a non-Academy sponsored event, the traveler should use the discounted housing provided by the event organizer, if available.

2. For individual travel, direct billing of hotel/lodging expense is not always an option. The traveler is expected to pay for lodging and submit the expense on an expense report.

3. Lodging expenses are eligible for reimbursement only when they are incurred more than fifty (50) miles from the individual traveler’s home of record. The appropriate approver may grant exceptions for unusual circumstances.

4. Should a traveler fail to cancel a reservation with the Meeting Services Team (if Group is using the Meetings Team’s services) during normal business hours (M-F, 8:30 a.m.-4:30 p.m.) or with the hotel directly, the individual will be responsible for payment of the hotel’s “no show” charge.

5. For travelers extending their stay over a Saturday or other night to incur a lower airfare, the cost of meals and lodging are reimbursable if approved by the appropriate Approver. The net savings to the Academy must be more than the cost of the higher priced airfare or rail fare.

6. Individuals sharing a room should submit their portion of hotel room charges on their own expense report. Academy Board members are not required to share rooms. Unless otherwise approved by the appropriate staff/leader, all other Academy-reimbursed travelers must share rooms. In the

event the traveler wishes to have a single room, or the traveler is sharing a room with either a member not eligible for housing reimbursement or non-Academy member (e.g. spouse), the traveler will be responsible for paying the hotel directly for the full cost of room and tax (in addition to their incidentals). The traveler will be responsible for submitting an expense report with supporting documentation. The Academy will reimburse them for ½ the room rate over the meeting dates.

**EXPENCE ALLOWANCE AND OTHER EXPENSES Expense Allowance**

The Academy accounting staff annually reviews customary reimbursements for t**r**avel expenses. Reimbursable expenses include:

1. Meals

2. Tips

3. Laundry and valet

4. Taxis to/from restaurants for non-business meals

5. Health Club Fees associated with the hotel

6. Necessary incidental expenses

***Non-reimbursable items:***

1. In-room movies

2. Personal expenses

***Reimbursable expenses that are not included as part of the expense allowance:***

1. Taxis for in-city business-related travel

2. Travel to/from the airport

3. Business-related telephone calls and Internet Service

4. Personal telephone calls

5. Faxes

6. Business services

7. Shipments to Headquarters Office

8. Expenses due to Illness

**COMMUNICATIONS**

***Business-Related Telephone Calls***

Charges for business-related calls should be reported on the expense report indicating the name/title/company of the person called, the total number of calls, and the total charge for each day.

***Personal Calls***

An individual who incurs overnight lodging expenses while traveling on Academy business may make necessary personal long-distance calls of reasonable length.

***Faxes***

An individual, who incurs expenses for sending faxes for Academy business, or for receiving them collect, should itemize such expenses in the same way as other long distance calls.

**MISCELLANEOUS BUSINESS SERVICES**

***Business Services***

Receipts are always required for the following: internet services, printing, photocopying, binding services, shipping services, services of drivers, rent of room for the transaction of official business, storage of Academy property, secure storage rental, and similar incidental business-related expenses.

***Expenses Due to Illness***

Expenses, other than meals and lodging, incurred as a result of illness while traveling should be

approved by the supervisor. Example: If an out-of-town traveler becomes ill and takes a cab to the local hospital, the traveler may be reimbursed for the cab fare. However, medical expenses are the responsibility of the traveler and/or their chosen medical plan.

**RECEIPTS**

All fully reimbursable expenditures submitted must have the original receipts. If the expense is to be split between the Academy and another organization, a copy is acceptable as long as the Academy’s portion is identified and it is noted where the original is on file.

1. Receipts should be attached chronologically as referenced on the expense report.

2. Credit card bills and tear-off tabs for meals are not considered appropriate receipts unless validated by a cash register receipt.

3. If paying for other reimbursable individuals, it is preferable that each individual pay separately and obtain a receipt. If this is not appropriate, whoever pays the bill must note on the expense report the names of all individuals included on the receipt for the meal.

4. Entertainment expenses incurred by individuals are allowable for approved business reasons.

Receipts must list each attendee’s name, their company, title and business purpose.

5. If attending a workshop or conference, registration fees must be supported with a receipt and/or copy of the brochure outlining the program. Pre-registration payments should be requested on a check request to the third party with a copy of the program brochure/registration form. If registration fees are prepaid by the individual, they are not reimbursable until after attendance at the workshop or conference and must be included on the expense report. Any cancellations are the responsibility of the volunteer.

6. If a receipt is lost, the traveler must seek a duplicate. If this is impossible due to the nature of the receipt, a memo explaining the circumstances will be accepted.

**MONITORING**

The Academy uses an external auditor annually to review travel expense reports for accuracy and compliance with policy.

**Creating a Profile in aXiom®**

**In order for your airfare to be charged to the Academy credit card on file, you must have an active Traveler Profile in *aXiom®,*** the online booking tool for the Academy’s Travel Management Company, American Express Business Travel (AEBT)**.** If you do not wish to create a profile, you will have to book your travel on your own and submit your expenses for reimbursement after the conclusion of your trip or meeting. Please note that a valid Meeting Name and Approval Code (you will receive this from your staff liaison) is needed when booking your travel using AEBT or TraveLink services.

If you have never used AEBT or TraveLink, you will have to create a traveler profile in ***aXiom®*** before booking travel online or with an agent. To create a profile in ***aXiom®***, simply follow the instructions below. Once you have set up your traveler profile, you will not have to do so again unless you want to add information or change your password.

**Creating Your Traveler Profile**

1) Go online to: [**https://adatvl.axo20.com/**](https://adatvl.axo20.com/)

2) Click on “Begin Booking Travel and Business Services”

*3) Click on “Create a New Account” below the orange “sign in” button and complete the information as requested. For “Security Code” enter in* **524392** *to complete the remainder of the page.*

*4) Activation will be sent to the e-mail address you provided.*

*5) Follow the instructions in the email.*

*6) Login with your e-mail and your password.*

*7) Once you are logged in, complete your profile information.*

***Remember: You must create your traveler profile prior to booking online or via telephone. Once you have set up your traveler profile, you will not have to do so again.***

***American Express-Travelink Executive Desk***

404 BNA Drive, Suite 650

Nashville, TN 37217

**EXECUTIVE DESK HOURS**

8:00 a.m. – 9:00 p.m. Eastern Time, Monday through Friday

**EXECUTIVE DESK NUMBER**

**800.344.8212**

**“For Executive Travel Services - Press 3”**

\*Calls Forward Automatically To ETS Outside of Normal Business Hours

**281.506.1760**

“International Number When Traveling Outside the United States”

**DESIGNATED EXECUTIVE CONTACTS**

|  |  |  |
| --- | --- | --- |
| **Phyllis Henson****8:30a – 5:30p ET** | **Extension 5988** | **phyllis.henson@travelink.com** |
| **Thanh Pham****8:00a – 5:00p ET** | **Extension 2709** | **thanh.pham@travelink.com** |
| **Beryn Kilroy****8:30a – 5:30p ET** | **Extension 2036** | **beryn.kilroy@travelink.com** |
| **Toni Lane****9:15a – 6:15p ET** | **Extension 5153** | **toni.lane@travelink.com** |
| **Wendy Varga****8:00a – 5:00p ET** | **Extension 5190** | **wendy.varga@travelink.com** |
| **Jennifer Wind****9:30a – 6:30p ET** | **Extension 5200** | **jennifer.wind@travelink.com** |

**Lori Dietrich Extension 5117** **lori.dietrich@travelink.com**

**10:30a – 7:30p ET**

**\*If your designated agent is not available and you have an emergency, please press 0 to reach the operator for immediate assistance.**

8/6/2013

**R e q u e s t f o r A p p r o v a l for Domestic T r a v e l**

|  |  |
| --- | --- |
| 1. Date of request |  |
| 2. Name |  |
| 3. Team |  |
| 4. Organization unit(check one) | Academy ANDF Academy PAC ACENDCDROther (please specify) |  |
| 5. Date(s) of proposed travel |  |
| 6. Location of meeting |  |
| 7. Sponsor(s) of meeting |  |
| 8. Purpose for attending meeting |  |
| 9. Your role in the meeting |  |
| 10. Expected outcome |  |
| 11. Other options considered |  |
| 12. Estimated Academy expenses for travel |  |
| 13. Are funds for this travel included in your current budget? | Yes No |
| 14. GL Code for Transportation *(first three, last four without hyphen, i.e. 1034306)* |  |
| 15. Is any part of the expense for this trip to be provided by another organization? | Yes No |
| 16. If yes, what % of expense will be provided? |  |
| 17. By whom? |  |
| 18. Employee’s Signature |  |
| 19. VP Authorization for Request for Approval to Travel | Yes No |
| 20. VP Signature |  | 21. Date |  |
| 22. CEO Action | Approval Non Approval Not Required Approved for: Business First Class |
| 23. CEO’s Signature |  | 24. Date |  |

**Note:**

 Academy staff, including those from ACEND, CDR, AND PAC and ANDF, who are traveling on business for his/her respective organizational unit MUST HAVE the written permission of their VP or CEO to travel.

 If making travel arrangements through the Academy Travel Desk, this signed form must be attached to the Academy Travel

Authorization Form.

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**Academy of Nutrition and Dietetics**

**International Travel Procedures with TRAVELINK**

1.) All International Travel must be approved by the Academy Executive Office and booked directly through TRAVELINK.

2.) Each traveler must have an active profile set up in Axiom ***PRIOR*** to booking their flight.

Information on how to set up a profile can be obtained from Meeting Services.

3.) Academy Board, Members and Staff must complete the ***Request for Approval to Travel*** and ***Notification of Pending International Travel*** forms and submit them ***BOTH*** to the Executive Office.

4.) Executive office staff will sign the forms, keep a copy of both forms on file and provide the traveler with a copy for his/her records.

5.) The Executive Office will forward the signed forms via email to Meeting Services and Meeting Services will email the forms to the TRAVELINK International Air Manager. ***The International Air Manager will contact the traveler and book the flights directly with him/her***.

6.) American Express will assign a primary TRAVELINK Agent to the Academy to oversee the management of our account. In addition, three other Travelink agents will assist our international travelers with their bookings. A list of agents dedicated to our international travelers is attached along with contact information.

**Notification of Pending International Travel**

In order to book your international travel and provide assistance for you when traveling abroad for the Academy, complete the information below. Email this completed form, along with the completed and signed “Request for Approval for International Travel”, to Joan Schwaba (jschwaba@eatright.org) for signature.

You will not be approved to book your international travel until you have received a signed copy of this form.

|  |  |
| --- | --- |
| **1. Date:** |  |
| **2. Name of traveler:** |  |
| **3. Cell number:****(you must have international service)** |  |
| **4. Date(s) of proposed travel:** |  |
| **5. Name of Hotel where you are staying:** |  |
| **6. Address and telephone number of Hotel:** |  |
| **7. Reason for travel:** |  |
| **8. Are the funds for this travel included in****your current budget?** |  Yes  No |
| **9. Emergency contact in the United States:** |  |
| **10. Emergency contact telephone number(s):** |  |
| **11. CEO/Executive Office Action** |  Approved  Not Approved |
| **12. CEO/Executive Office Signature(s)** |  |

**Email your completed form to Joan Schwaba, Director of Strategic Management at** **jschwaba@eatright.org.** Contact Joan at ext.4798 (312-899-4798) if you have any questions. Meeting Services will send your completed form to TraveLink and one of their agents will contact you to arrange your travel. **Please DO NOT book your international travel online.**

***For office use only:***

 **Copy provided to traveler**  **Copy on file in Executive Office**  **Copy provided to Meeting Services**

***For Meeting Services Only:***

 **Copy sent to TravelLink by MST**

***Updated March 12, 2014***

**R e q u e s t f o r A p p r o v a l for T r a v e l**



|  |  |
| --- | --- |
| 1. Date of request |  |
| 2. Name |  |
| 3. Team |  |
| 4. Organization unit(check one) | Academy ANDF Academy PAC ACENDCDROther (please specify) |  |
| 5. Date(s) of proposed travel |  |
| 6. Location of meeting |  |
| 7. Sponsor(s) of meeting |  |
| 8. Purpose for attending meeting |  |
| 9. Your role in the meeting |  |
| 10. Expected outcome |  |
| 11. Other options considered |  |
| 12. Estimated Academy expenses for travel |  |
| 13. Are funds for this travel included in your current budget? | Yes No |
| 14. GL Code for Transportation *(first three, last four without hyphen, i.e. 1034306)* |  |
| 15. Is any part of the expense for this trip to be provided by another organization? | Yes No |
| 16. If yes, what % of expense will be provided? |  |
| 17. By whom? |  |
| 18. Employee’s Signature |  |
| 19. VP Authorization for Request for Approval to Travel | Yes No |
| 20. VP Signature |  | 21. Date |  |
| 22. CEO Action | Approval Non Approval Not Required Approved for: Business First Class |
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