2020 Supplemental Memorandum on Travel

Date: 12 March 2020

From: Council and Chapter Affairs Department

Re: Cancelation of 2020 In-person Board of Directors Meeting, Storming the Hill, and Council

Presidents’ Seminar

This memorandum supplements the 15 January 2020 Memorandum on Travel, Lodging, and Meals for the 2020 Council Presidents’ Seminar. MOAA National point of contact is CAPT Erin Stone, [ErinS@moaa.org](mailto:ErinS@moaa.org),

703-838-5818.

APPLICABILITY:

This memo applies to MOAA board members and other MOAA leaders who 1) were authorized to travel at MOAA expense to the March 2020 board meeting, Storming the Hill, or the Council Presidents’ Seminar, 2) purchased airline tickets for that travel, and 3) need to cancel existing travel plans due to MOAA’s cancelation of the March 2020 events in response to the risk posed by COVID-19 (“coronavirus”). MOAA will reimburse costs only as specifically detailed in this memo. Questions or requests for exceptions should be addressed to the point of contact above.

BOARD MEMBERS:

Board members who cancel non-refundable airline tickets are requested to apply the residual ticket value to air travel to a future MOAA board meeting (for example, the July or October 2020 board meetings) or other approved MOAA business travel. MOAA will reimburse the original cost of the ticket and any cancellation/change and service fees actually paid by the board member. Note that most airlines have announced they will waive cancellation/change fees for tickets purchased before March 12. When filing a travel claim, be sure to submit documentation for all transportation charges.

AUTHORIZED STORMING AND SEMINAR PARTICIPANTS:

MOAA will reimburse the original cost of the ticket and any cancelation/change and service fees actually paid by the member. Note that most airlines have announced they will waive cancellation/change fees for tickets purchased before March 12. Leaders are encouraged to, if possible, apply the residual ticket value to authorized airline travel related to official MOAA business\* within the timeline specified by the airline (usually one year), but may use the credit for personal travel if the leader has no authorized MOAA air travel within the specified time period. There is no reporting requirement for use of the residual ticket value.

\*For example, travel to the MOAA annual meeting or to a Regional Leaders’ Workshop if one is not located within driving distance in 2020, or for council presidents to visit distant chapters in their state.

SPOUSES AND GUESTS:

MOAA cannot reimburse any expenses, including cancelation or change fees, incurred by spouses or guests who were not authorized participants (including “extra stormers” who were approved to attend conditioned on paying their own way).

HOTEL CANCELLATION FEES:

Members, spouses, and guests whose lodging was arranged by MOAA in connection with their registration for these events will not be responsible for paying for cancelation charges. MOAA’s contract with the hotel protects members from paying cancellation charges or penalties in these circumstances. If you registered for any extra hotel days at your own expense, those days have also been canceled and will not result in charges to you. In the event you are billed by the hotel for charges you should contact CAPT Stone immediately.