



MEMORANDUM

TO: PGA of AMERICA NATIONAL OFFICERS

OFFICERS AND EXECUTIVE DIRECTORS OF THE Aloha, Colorado, Illinois, Indiana, Iowa, Michigan, Midwest, Northern California, Northern Ohio, Philadelphia, Southern California, Southwest, Tennessee, Utah, and Western New York Sections.

DISTRICT DIRECTORS / INCOMING DIRECTORS:

Tim Fries, PGA – Director, District 4
Steve Parker, PGA – Director, District 5
Cathy Matthews-Kane, PGA – Director, District 9
John McNair, PGA – Director, District 11
Jeff Lessig, PGA – Director, District 14
Keith Clark, PGA – Incoming Director, District 6
Sean Hanna, PGA - Incoming Director, District 7
Scott Ashworth, PGA - Incoming Director, District 11

PGA OF AMERICA PAST PRESIDENTS AND HONORARY PRESIDENT:

Mark Kizziar, PGA
Tom Addis, PGA
Jack Connelly, PGA
Paul Levy, PGA
Jim Richerson, PGA

FROM: Tom Brawley, Senior Director, Membership and Governance

DATE: January 5, 2024

SUBJECT: Super Regional Meeting #3, Feb 29th – March 1st, 2024, Houston, TX

Dress for all meetings will be business casual attire, although Candidates will be in coat and tie.

HOST SITE GROUND TRANSPORTATION

The Houston Airport Marriott is the only hotel on the airport property, located between Terminals B & C. A. Complimentary underground train service is available (“Subway”), connecting the hotel to all airline gates at Houston's Bush Intercontinental Airport within minutes. There is also a walkable tunnel on the Subway level. As delegates are expected to use this service, reimbursement for ground transportation (taxi service, rental car originating in Houston) will NOT occur.

Individual ground transportation will be reimbursed at the approved IRS rate of \$.67 per mile.

TRAVEL

The Association will reimburse appropriate travel expenses to and from the host hotel. Due to the regional nature of this meeting, it is understood that delegates may travel via various methods to include air, rail, and ground.



Air / Rail travel may be made and booked via any travel reservation option. The airport for arrival and departure is George Bush Intercontinental Airport (IAH). The PGA will reimburse the cost of the lowest airfare /rail fare to the destination that is booked at least **14 days in advance**. Once a ticket is completed, any changes to the ticket will be the responsibility of the individual and should not be charged to the PGA.

Should a delegation determine to rent a vehicle in which to travel to and from the Section to the host hotel, the Association will reimburse the cost of the rental car and any fuel required for travel. Rental Cars, reimbursement will **NOT** be made for rental cars in which the pick-up location is Houston, Texas. Please see the Host Site Ground Transportation section above.

Delegate Arrival and Departure: All Delegates should arrive on Thursday, February 29th, to be in place for the 1:15pm CT start. Lunch will be served beginning at 11:45am. Delegate flight departures should be scheduled for 3:45pm CT or later Friday, March 1st.

SECTION DELEGATE/EXECUTIVE DIRECTOR ATTENDEES

Section Executive Directors will need to provide information for the individuals from the Section planning to attend the Super Regional Meeting.

LODGING AND LODGING RESERVATION CODE

The PGA will reimburse a maximum of four (4) rooms for one (1) room night per Section (check-in Thursday, February 29th; check-out Friday, March 1st). Additional nights will be the responsibility of the individual.

A room block has been secured at the Houston Airport Marriott with a room rate of \$159.00++/night. Please make your reservation early to guarantee your room will be available.

THE DEADLINE TO BOOK YOUR ROOM IS MONDAY, FEBRUARY 5. Please use the link below, Group Name/Group Code to secure your reservation:

Hyperlink: [Book Houston Airport Marriott Room Here](#)
Group Name: PGA of America

General Reimbursement Policies and Procedures for Section Travel

The PGA of America will pay for the three Section Officers and the Executive Director to attend the Super Regional Meeting. If a Section Officer cannot attend, a Section Board member can take the place for Super Regional Purposes. Reimbursement for one (1) night lodging, travel, and meals (per the above) during travel will occur with proper receipts and expense forms (we will not reimburse points or miles).

REIMBURSEMENT

The PGA of America will reimburse travel expenses associated with attending the meeting to include airfare, lodging, and meals not provided by the Association for each attendee:

- Lodging: one-night room, tax, and fees
- Airfare: round trip coach airfare; including baggage (if needed) The use of frequent flyer mileage to purchase tickets or upgrades for use on Association business will not be treated as cash and, therefore, will not be reimbursed. (Seat upgrades, Wi-Fi access and trip insurance are not reimbursed)



- Meals: breakfast (during travel; limit \$40) dinner (during travel; limit \$80)

MEALS

The Section Officers and Executive Director will be reimbursed for meals on the days traveling to and departing from the Super Regional Meeting. Meals that will be reimbursed include breakfast on Sunday, February 25; and dinner on Monday, February 26; all other meals will be provided by the Association. Please note the maximum allowance for meals are breakfast - \$40.00, dinner - \$80.00 per person. **These figures are inclusive encompassing cocktails, wine, service charges, tax, gratuities, etc. No stand-alone bar bills will be reimbursed. Regardless of amount, a detailed receipt and payment receipt must be submitted for meals.**

Documentation

Association policy requires that **ALL** expenses be documented by an invoice/receipt, attached to the expense report, and submitted within 30 days of travel. A hotel bill (folio), airline passenger receipt, invoice or other receipt must be submitted to obtain reimbursement. Except in specific instances where no other receipt is issued, credit card statements or facsimile receipts returned with monthly statements are not acceptable documentation. Receipts that are torn, or otherwise altered will not be accepted. ***For meals, a detailed receipt and payment receipt must be submitted regardless of amount.*** Tabs (chits) from the bottom of restaurant order pads will not be accepted. The maximum allowances for meals are breakfast - \$40 each, dinner - \$80 per person. **These figures are inclusive encompassing cocktails, wine, service charges, tax, gratuities, etc. No stand-alone bar bills will be reimbursed. Regardless of amount, a detailed receipt and payment receipt must be submitted for meals.**

PGA of AMERICA PAST PRESIDENT, HONORARY PRESIDENT AND PGA BOARD OF DIRECTOR ATTENDEES

PGA of America Past Presidents, Honorary President, Board of Directors, and Incoming Directors will participate and attend the Super Regional in which their home Section is assigned. PGA of America Past Presidents and Board of Directors, including Incoming Directors will be considered part of their home Section's delegation and should participate in the activities of that Section.

Note: Section Delegations will have down time when not in rotations, so should plan to take advantage of this time with the Section Officers and Executive Director being together in person.

LODGING

Past Presidents, Honorary President, and District Directors (including Incoming Directors) may book through the link above, or please inform **Kristin Hodges** (khodges@pgahq.com) of your attendance and travel dates, and she will book the hotel for you. You will need to provide your own credit card at check-in for your room charge and incidentals.

Air travel for Board, Honorary President and Past Presidents may be reserved through CTM - pga@travelctm.com or 1-877-847-5047.

Should you decide to rent a car from your home location, the Association will reimburse the cost of the rental car and any fuel required for travel. Rental cars reimbursement will **NOT** be made for rental cars in which the pick-up location is Houston, Texas.

Submission of Expense Reports

All expenses should be submitted via email within 30 days following the meeting to:



- **PGA Board, Honorary President, and Past Presidents** should submit expense reports to Kristen Hodges (khodges@pgahq.com)
- **Section Attendees** should submit expense reports to Kate Campbell (kcampbell@pgahq.com)

To be reimbursed via ACH, if you have not already, please set up your Workday account today, then you will be ready when you send in your expense report to receive reimbursement into your bank account.

There may be a few steps you need to take to set up your account. [Click here](#) for instructions to ensure your account is set up properly and ready for payment.

Super Regional #3, Thursday/Friday: Fifteen Sections – Aloha, Colorado, Illinois, Indiana, Iowa, Michigan, Midwest, Northern California, Northern Ohio, Philadelphia, Southern California, Southwest, Tennessee, Utah, Western New York.

Thursday, February 29th – 1:15pm – 9:15pm - Candidate Presentations and Candidate/Section Rotation, Dinner.

Friday, March 1st – 8:00am – 2:30pm - Candidate/Section Rotation continued and Candidate Q & A. (Candidate departure)

Content = Candidate Presentation, Candidate/Section Rotation, Candidate Q & A.

* District Directors (including Incoming), Honorary President, and PGA of America Past Presidents will attend the Super Regional based on their Section affiliation and Independent Directors will attend as available.

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