
Western Medicaid Pharmacy Administrators Association

WMPAA Handbook: Annual Meeting Attendees States, Speakers, & Alumni

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Purpose

The purpose of the WMPAA Handbook is to outline the organization's guidelines and practices for the annual WMPAA conference attendees. The handbook serves as of reference tool to assist with meeting planning and attendance. Contents are subject to change without notice.

I. Policy

If attending as a state representative with WMPAA paying for travel, hotel, registration, and other incurred costs, you are agreeing to the following:

- You will attend all programs (lectures) presented at WMPAA

Failure to attend all required aspects of WMPAA without appropriate excuses given to the WMPAA Chairperson will result in this being reported to your state employer for review. WMPAA may also choose to revoke the scholarship and invoice you for all costs of your attendance including but not limited to travel, hotel, registration, and other incurred costs. Reasonable exceptions will be made for work related issues, of course.

II. Scholarships

1. WMPAA will cover the costs of attendance for
 - a. two (2) representatives from each state within the WMPAA region
 - b. one (1) representative from each state within the EMPAA region or up to two (2) in AMPAA years.
 - c. one (1) representative from each state in the SAMPA region or up to two (2) in AMPAA years.
2. Additional state representatives may attend at their own expense.
3. Officers of EMPAA, AMPAA, SAMPA, presenters at the meeting, or WMPAA staff are not counted as representatives of the particular state
4. WMPAA will only cover the cost of the hotel for WMPAA alumni. Registration and travel expenses for WMPAA Alumni are at their own expense.

III. Registration

1. Registration will close at least twenty-eight (28) days prior to the start of the conference.
 - a. Closing date dependent on, but not limited to,
 1. Hotel/Convention requirements
 2. Meeting space
 3. Hotel room block allotment
 4. WMPAA-designated travel agency requirements
2. No registrations accepted after the determined closing date.
3. Registration fees are non-refundable after the determined closing date
4. State Attendees who may not receive approval to attend by the closing date should contact the current Chair for an extension.

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5. Registration fees are as follows (subject to change)

WMPAA Only Years

WMPAA – up to two (2) sponsored attendees per state	Fee waved
EMPAA – one (1) sponsored attendee per state	Fee waved
SAMPA – one (1) sponsored attendee per state	Fee waved
Officers – WMPAA, EMPAA, & SAMPA – up to two (2) per organization	Fee waved
Speakers	Fee waved
WMPAA Staff	Fee waved
Alumni - WMPAA	\$35
State Additional	\$500
Guest – Meals & Activities Only	\$400
Guest – CE	\$50

AMPAA Years ONLY – every third (3rd) year

WMPAA – up to two (2) sponsored attendees per state	Fee waved
EMPAA & SAMPA – up to two (2) sponsored attendees per state	Fee waved
Alumni – WMPAA, EMPAA, & SAMPA	\$35

6. Registration fees are flat rate and will NOT be prorated.

a. Not showing up to parts of conference does NOT grant an attendee a partial refund.

7. Invoiced fees are due upon receipt. Failure to pay fees least twenty-eight (28) days prior to conference start day may result in the attendee’s registration being cancelled.

8. WMPAA Alumni

a. Must be former WMPAA state member not currently employed by/working for an entity (e.g. company that contracts with Medicaid) that would normally send attendees to WMPAA.

b. Spouses/Guests of Alumni pay the Guest rate.

c. Former EMPAA and SAMPA members do not qualify to attend under the WMPAA Alumni category.

d. Final decision on who can attend rests with the WMPAA Chair.

9. Guests

a. Each WMPAA attendee may bring up to one (1) guest to the conference.

b. Guest cannot be employed by an entity that would normally attend WMPAA.

c. Violation will result in the guest being assessed the full registration fee for State Additional or Industry, whichever fee is applicable.

IV. Travel Expenses

1. Reimbursement should be submitted within sixty (60) days following the conference. A detailed list with accompanying receipts of all travel-related expenses is required in order to be reimbursed.

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2. WMPAA will cover the cost of the most economical form of travel.
 - a. If a meeting attendee chooses to drive rather than fly, the mileage reimbursement cannot exceed the lowest cost of a commercial coach round-trip airfare if booked twenty-eight (28) or more days from the flight date.
 1. Mileage will be reimbursed at the current GSA mileage rate.
 2. Personal vehicle only.
 3. Mileage is based on distance to and from conference location and personal residence.
 4. Copy of travel route on Google Maps can be used as proof of mileage. If not provided, the shortest route will be used.
3. Airfare
 - a. WMPAA will pay for the cost of airfare for sponsored state attendees and speakers,
 - b. All travel should be booked at least twenty-eight (28) days in advance of the meeting, unless pre-approved by the WMPAA Chair
 1. If it appears approval to travel may fall under this time frame, please notify the WMPAA Chair as soon as possible.
 2. All sponsored attendees must make travel arrangements directly through the designated WMPAA travel agency.
 3. Reservations not made with designated WMPAA travel agency are at your own expense.
 4. The WMPAA Chair must approve any change to a reservation.
 5. Airfare for Additional State attendees, Alumni, and spouses/guests of all attendees is at their own expense
4. Ground Transportation
 - a. **If service is available**, travel for speakers and sponsored state attendees and their guests from the airport to the hotel **is typically** arranged by WMPAA, **unless the chairperson states otherwise**. Guests are responsible for their own fees.
 1. Taxi, Uber/Lyft/Shared Shuttle/Personal Car Only
 2. To and from airport and personal residence
 3. To and from conference location and local airport
 4. WMPAA does not reimburse for private SUV/sedan and rental cars
 5. WMPAA will pay for mileage on personal car to and from conference and personal residence only up to a maximum of airfare price
 6. Parking is covered for personal car Only
 - b. Ground Transportation for Additional State attendees, Alumni, and their guests is at their own expense.

V. Hotel

1. **WMPAA will pay up to three nights stay during the conference days. If you must arrive a day early to arrive on time for the meeting, that day will also be covered.**
2. On AMPAA years, WMPAA will pay up to four nights stay.

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3. Additional nights require pre-approval and are at the discretion of the current Conference Chair.
4. WMPAA does NOT guarantee additional rooms will be found once Room Block is full.
5. Conference hotel does NOT guarantee additional rooms will be found once Room Block is full
6. Attendees are responsible for late check out fees unless communicated to conference Chair prior to check out.

VI. Meals & IE

1. WMPAA will cover the costs of Meals & IE for first and last days of travel only at the current GSA rate.
2. All other meals not part of at the Conference are at the attendee's own expense.
3. Cost of meals for guests of attendees are not reimbursable.

VII. Miscellaneous/Other Expenses

1. Miscellaneous and other expenses will be reimbursed with a receipt only. Expenses should be listed in detail. Submission of a receipt does not guarantee reimbursement.
 - a. Baggage Fees - Maximum of cost for one (1) piece of standard luggage round trip
 - b. Mileage
 1. Will be reimbursed at the current GSA mileage rate.
 2. Based on distance to and from airport and personal residence/home.
 3. Personal Car Only.
 4. Copy of travel route on Google Maps can be used as proof of mileage. If not provided, the shortest route will be used.
 - c. Parking Fees - Personal Car ONLY
 - d. Taxi cabs, Uber and Lyft rides, shared-ride shuttles, and public transportation expenses to get to and from local airport and personal residence/home.
 - e. Tolls

VIII. Non-Covered Items:

1. Items not covered by WMPAA include, but are not limited to:
 - a. Baggage handling fees
 - b. Cost of items associated with networking activities, such as golf club rentals
 - c. Driver gratuities
 - d. Hotel room attendant
 - e. Hotel room incidentals
 - f. Hotel room mini bar/fridge
 - g. Internet access/Wi-Fi access
 - h. Parking fees for rental cars
 - i. Room Service/Meals purchased in place of meal that that was provided as part of the meeting

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- j. Sedan & SUV services/private car services, Rental Cars, GPS devices, and rental car insurance
- k. Tips to housekeeping, bellhops, and parking attendants
- l. Valet parking

IX. States Only Meetings

1. Only current WMPAA members/representatives and state representatives from EMPAA and SAMPA are allowed to attend the “States Only” meetings
2. Alumni and other non-Medicaid employed individuals are not permitted to attend.