

UPDATED 2026: NJSOP - AOA & Affiliate Event Reimbursement Guidelines

NJSOP may ask members to represent the organization at AOA and affiliated events. The Executive Director will be reimbursed in full for reasonable event attendance expenses, per contract. Other attendees are not guaranteed full reimbursement – the Finance Committee will review upcoming annual events and reimbursement in accordance with NJSOP financial guidelines, considering both the NJSOP's financial stability and the event location and number of days. The Finance Committee oversees the reimbursement guidelines and will review and update as needed.

NJSOP Travel Grant: The Finance Committee may propose partial travel grants (e.g., for students, early career, officer replacement attendee, or other delegates or designees) with defined budgets and criteria. BOD to approve.

General Reimbursement Policy

Covered: event registration, hotel (discount rate), travel, and meals not provided at event. All expenses must be reasonable, within budget, and submitted documentation via an NJSOP expense report. ED can organize a reasonable NJSOP meal gathering at events.

Not covered: alcohol, travel upgrades, extra accommodations, meals provided at the event, continuing education, optional events and activities, or travel change fees. Exceptions may be made for unexpected disruptions or special circumstances.

Event-Specific Guidelines

1. Presidents' Council (Non-AOA hosted) (January 2 nights and June 1 morning at AOA OM)

NJSOP Funded Attendees: Executive Director, President, and/or President-Elect, or Officer designee.

2. AOA on Capitol Hill (March Key People Summit/ September with Students) (2 nights)

NJSOP Funded Attendees: Executive Director, President, and/or President-Elect, or designee(s).

AOA Grants: *AOA fully funds its designated representative for the March event and provides partial travel grants for selected OD delegates attending the September event, based on a specified number of attendees and recommended per-delegate amounts. NJSOP funding is allocated with Finance Committee approval, including any supplemental partial funding for September event delegates.*

3. AOA OM House of Delegates, Presidents' Council, NEO Meetings (4 days)

NJSOP Funded Attendees: Executive Director, President, and/or President-Elect, or Officer designee.

Other House of Delegates attendees are not funded.

4. AOA Practice Growth & Advocacy Conference (Combined meetings - EDs, SGRC, TPC over 4 days)

NJSOP Funded Attendees: Executive Director, Officer(s), and/or committee representative(s). Attendees are not expected to attend the full conference (topics: EDs, SGRC, TPC). Budget allowing. **AOA Grant:** *AOA provides some travel grant funding for EDs.*

5. International Association of Optometric Executives (IAOE) (2-3 nights)

NJSOP Funded Attendee: Executive Director, per contract.