

## NASCOE Travel Policy

The purpose of this policy is to outline the Travel Policies approved by the NASCOE Executive Committee. These Policies will remain in effect and dictate the operation of NASCOE on the items covered until changed or amended by the Executive Committee or the Board of Directors of NASCOE.

Members of the Executive Committee and National Committee Chairpersons or Co-Chairpersons are to be paid reasonable travel costs directly related to conducting NASCOE business, including necessary meetings and National Convention.

Any other representative performing NASCOE functions, as requested by NASCOE, or at the direction of the NASCOE President shall also be eligible for travel reimbursement subject to these policies.

### 1. Members of the Executive Committee and National Committee Chairpersons or Co-Chairpersons

Members of the Executive Committee and National Committee Chairpersons or Co-Chairpersons shall be reimbursed for their full, reasonable travel expenses incurred during the course of conducting NASCOE business at the NASCOE meetings and functions listed in this policy including, but not limited to:

- National Convention
- Organizational Meeting
- Pre-Negotiations Meeting
- Area Rallies (as authorized) according to item 4 of this Travel Policy
- State Meetings and Conventions (as authorized) according to item 5 of this Travel Policy

Covered expenses shall include the following:

- Mileage
- Airfare
- Baggage Fees
- Hotel
- Meals
- Transfers (such as Uber or Taxi)
- Rental Cars and Fuel
- Registration Fees and Activities (basic registration fee at the early-bird rate)
- Parking

NASCOE representatives receiving full travel reimbursement are directed to use the most economical, yet reasonable method of transportation. Flights booked should be economy class unless a justification is provided or approved in advance.

Reimbursement will be paid after the trip is completed unless an advance has been requested according to item 9 of this travel policy.

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Travel insurance shall not be considered a reimbursable expense unless it is authorized by the Executive Committee. If a flight must be cancelled for a trip that NASCOE authorized for circumstances that are beyond the traveler's control, it will be reimbursed, however any airline credits obtained must be used for future NASCOE travel. If airline credits due to expire are used for personal use, the traveler must reimburse NASCOE for that cost.

### 2. Area Alternate Executives

NASCOE First-Year Area Alternate Executives will receive a \$500 travel stipend to attend the National Convention and their respective Area Rallies.

NASCOE Second-Year Area Alternate Executives will receive a \$1,000 travel stipend to attend the National Convention and a \$500 travel stipend to attend their respective Area Rallies.

To receive the travel stipend, the individual will be required to attend the entire event, provide reports, and participate in the meetings. Stipends issued may NOT exceed actual expenses minus any additional reimbursements from other sources such as State Associations. Please refer to Item 11 of this travel policy regarding dual compensation.

Reimbursement will be paid after the trip is completed unless an advance has been requested according to item 12 of this travel policy.

### 3. Area Committee Chairpersons

Area Committee Chairpersons will receive a \$500 travel stipend to attend the National Convention and their respective Area Rallies.

To receive the travel stipend, the individual will be required to attend the entire event, provide reports, and participate in the meetings. Stipends issued may NOT exceed actual expenses minus any additional reimbursements from other sources such as State Associations. Please refer to Item 11 of this travel policy regarding dual compensation.

Reimbursement will be paid after the trip is completed unless an advance has been requested according to item 12 of this travel policy.

### 4. Area Rallies

NASCOE will pay the expense of the area's respective Area Executive (or Alternate Executive if acting for the Area Executive) and one National Officer to attend an Area Rally. The decision to invite a National Officer shall be subject to the prerogative of each individual area.

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### 5. State Association Conventions and/or State Association Board of Directors Meetings

The person or persons to be invited to attend a State Association Convention or Meeting shall be the prerogative of each individual State Association, however it is generally understood to be the applicable Area Executive.

NASCOE will only pay expenses for one official visit per state, per year and it is the responsibility of the traveler and host state to understand the following reimbursement policy: NASCOE will pay 100% of the expense for visits to states when the Area Executive (or Alternate Area Executive if acting for the Area Executive or other NASCOE National Officer or Committee Chairperson as designated by the NASCOE President) attends a State Convention or State Board of Directors Meeting.

State Associations can request additional financial assistance for special circumstances. The State Association will be responsible for 100% of the cost for visits to a state when an additional person such as a National Officer or National Committee Chair is invited to attend a State Convention or Meeting. For example, if the State Association invites a National Officer and the Area Executive (or Alternate Executive if acting for the Area Executive), then the state will be responsible for 100% of the travel expense for the National Officer.

In the event that a State Association chooses to invite only a National Officer or National Committee Chair, the respective state shall be responsible for 100% of the cost for that person to attend.

### 6. Expenses of Guests of Executive Committee and National Committee Chairpersons or Co-Chairpersons

With the exception of National Convention, members of the Executive Committee and National Committee Chairpersons or Co-Chairpersons shall be assigned hotel accommodations to be shared with one other person. Anyone with a room on the NASCOE master account who wishes to room alone or who wishes to bring a guest shall be responsible for reimbursing NASCOE one-half of the room cost and other related expenses.

### 7. Mileage Rate

Mileage for necessary automobile travel will be paid using the current GSA per diem rates which are set by fiscal year and are effective January 1<sup>st</sup> of each year. If a NASCOE representative drives in-lieu of flying for their own convenience, the maximum amount of reimbursement will be computed on the least expensive method of travel. A justification or comparison must be provided with the Travel Reimbursement Claim.

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### 8. Meals & Incidental Expenses

NASCOE will pay the actual expense for M&IE, not to exceed the CONUS rate for the location. Any claim submitted that exceeds the CONUS rate will require receipts and written justification. M&IE reimbursement for the first and last day of travel will be limited to the actual expense not to exceed  $\frac{3}{4}$  of the CONUS rate for the location.

The traveler will be responsible for researching the M&IE rates for the location to which they are traveling and noting the full and  $\frac{3}{4}$  rates on the Meals Log. M&IE rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

### 9. Advances

An advance may be made for any type of reimbursable NASCOE expense, however no additional or future advances will be issued if an advance is already outstanding, except in extenuating circumstances. An advance is considered to be outstanding if it meets one of the following criteria:

- The activity has not occurred.
- The activity occurred, but the recipient of the advance did not participate and has not refunded the amount advanced.
- The activity occurred, but the recipient of the advance has not provided an accounting of related costs if such accounting is required.

*All outstanding advances shall be reconciled with the NASCOE Treasurer within 30 days of the scheduled event. If not reconciled within 30 days, no additional advances will be issued unless requested in writing and approved by the Executive Committee.*

### 10. Authorized Travel Dates

Any travel requested outside the authorized “travel-in” and “travel-out” dates specified on the NASCOE Travel Authorization must be requested in writing and approved in advance by the Executive Committee if the modification would result in an additional expense to NASCOE. NASCOE will only pay travel costs based on the approved travel periods and any costs incurred by the traveler before or after the approved time period that exceeds those expenses will be at the expense of the traveler.

### 11. Dual Compensation

No person is eligible to receive a travel reimbursement or stipend from NASCOE and another entity such as a State Association or government through dual compensation that would exceed actual expenses to attend any meeting or function. The reimbursement or stipend received from the other entity must be subtracted from the actual expenses before being filed with

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NASCOE for reimbursement or the reimbursement or stipend received from NASCOE must be subtracted from the actual expenses before being filed with the state.

A certification statement will be included on travel reimbursement forms for the traveler to certify that reimbursement or stipend plus any dual compensation will not exceed actual expenses to attend the meeting or function.

### 12. Requesting Reimbursement

All claims for reimbursement shall be submitted to the NASCOE Treasurer for payment using either the NASCOE Travel Expense Claim Form, the NASCOE Alt Exec Claim Form, the NASCOE Area Chair Claim Form, or the NASCOE DSA Award Claim Form as applicable. These forms can be located and downloaded from the NASCOE website. Any claim for reimbursement in excess of \$1,500 will be subject to a second-party review by the NASCOE Secretary prior to payment.

Receipts are not required to be submitted with Travel Stipend Forms.

The NASCOE Travel Expense Claim Form must be accompanied by the following receipts:

- Airfare
- Baggage
- Transfers such as Uber or Taxi
- Hotels
- Rental Cars and Fuel
- Registration Forms
- Parking

Receipts for meals are not required unless the amount claimed exceeds the daily per-diem rate for the location according to item 8 of this travel policy.

Meals that are included with registration fees should be itemized on the claim form under registration and not on the meals log. For example, if the total cost of registration at National Convention is \$160 and includes the basic registration fee, boxed lunches, evening activities with meals, and the awards banquet, the traveler should claim \$160 under registration. Meals for that day should not be claimed if it was provided and reimbursed as part of the registration.

In general, NASCOE will reimburse members of the Executive Committee and National Committee Chairpersons and Co-Chairpersons for all expenses incurred as part of the registration for National Convention and Area Rallies because they are expected to be in attendance and participating at all events. Anyone who fails to attend an official event must deduct that expense from their travel claim.

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**All requests for reimbursement must be submitted to the NASCOE Treasurer within 30 days of the incurred expense unless there are extenuating circumstances that would require Executive Committee approval.**

### 13. Assistance from NASCOE to State Associations to Assist NASCOE's Board of Directors (Delegates) to Attend National Convention

Assistance will be provided to State Associations who send one or two delegates to National Convention. The NASCOE Treasurer will research and document the cost of round-trip airfare from each state capital to the convention site on or around June 1 of each year. If membership in a state is below 100%, a corresponding reduction in the amount of funds issued will be made to the nearest 5%. For example, a state with 96% membership will receive 95% of the cost of airfare while a state with 83% membership will receive 85% of the cost of airfare. If the fare used does not cover the percentage cost of the airfare, the state may submit an additional claim to NASCOE. The stipend shall be calculated as follows:

Round-trip airfare as of June 1 x membership percentage to the nearest 5% x 1 or 2 delegates

Delegates in attendance are required to attend all sessions of the National Convention where voting is conducted in order for the state to receive the stipend.

The stipend will be disbursed after the convention has concluded. If a state is unable to wait until after the convention to receive their stipend, a special request detailing the extenuating circumstances may be submitted to the Executive Committee for consideration.

### 14. Distinguished Service Award Winners

National Winners under the awards program for Distinguished Service (NASCOE, FSA-Agriculture, and Community) shall be paid the lesser of round-trip airfare from their respective home state capital purchased according to item 13 of this travel policy or mileage to the site of the National Convention. In addition to the above, \$250 shall be awarded to each winner to assist in defraying the cost of attending the convention provided they attend the entire National Convention. Airfare reimbursed will be the same as used to compute assistance to the State Associations for the delegates to attend the Convention according to item 13 of this Travel Policy.

### 15. NAFEC Meetings

NASCOE will pay the expense of not more than 3 representatives, all of whom must be members of the Executive Committee and/or National COAC Chair when attending national meetings of NAFEC. Travel will be authorized at the discretion of the NASCOE President.

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### 16. Visits to Potential National Convention Sites

The NASCOE President or their designees (who must be members of the Executive Committee) will visit the hotel selected by any state, group of states, or individuals as convention headquarters when bidding for a National Convention to ensure that the hotel meets NASCOE requirements, provided the Executive Committee has determined the bid to be acceptable. The NASCOE representative will arrange to meet with the bidding group to review plans, etc.

In the event that there are no bids for a National Convention, or the Board of Directors does not select a convention site, the Executive Committee shall select the convention site and will arrange for a visit to the hotel selected.

### 17. Emergency Situations

In the event that travel is deemed necessary for any person or situation not authorized above, the NASCOE President may authorize the travel expense provided it is for the benefit of NASCOE. Any authorization granted by the NASCOE President is subject to review by the Executive Committee and/or the Board of Directors.

### 18. Executive Committee Review

The Executive Committee will periodically review these policies. The Executive Committee is empowered with the authority to further restrict any policy listed in this Travel Policy if necessary to promote the welfare of the Association or to ensure that expenditures do not jeopardize the financial position of NASCOE. Any restriction imposed by the Executive Committee must be fully justified and is subject to review and approval by the Board of Directors.

The Executive Committee is further empowered with the authority to make administrative decisions to ensure that the policies contained in this Travel Policy are implemented.

### 19. Effective Date

This Travel Policy was adopted by the Board of Directors at the 1976 National Convention and was amended at the 1977, 1980, 1981, 1989, 1999, 2001, 2002, 2004, 2006, 2007, 2009, 2010, and 2015 National Conventions.