

## NASCOE TRAVEL POLICIES

Following are the general 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.

1. The Executive Committee, National Committee Chairpersons or Co-Chairpersons, Special Legislative Consultants and Parliamentarians

The Executive Committee, National Committee Chairpersons or Co-Chairpersons, special legislative consultants and Parliamentarians are to be paid reasonable travel costs related directly to NASCOE business, including necessary meetings and national conventions.

2. Persons Performing NASCOE Functions Other Than Executive Committee, National Committee Chairpersons or Co-Chairpersons, and Special Legislative Consultants

Any person performing NASCOE functions as requested by NASCOE is to be paid all costs related directly to NASCOE.

Examples: (A) Persons on the Negotiating Committee attending meetings.

(B) Special assignments to specific persons to perform a specific task such as visiting Washington on legislative issues.

If authorized by the NASCOE President, the NASCOE Webmaster will be reimbursed according to established travel policy for all costs associated with their attendance at the national convention, including any associated Executive Committee meetings.

3. Assistance from NASCOE to State Associations to Assist NASCOE's Board of Directors (Delegates) to Attend National Conventions

Assistance to be the cost of two (2) round trip plane tickets computed from the respective state capitol to the convention site. The NASCOE Executive Committee shall determine prior to June 1 which type of airfare will be used. If membership in a state is below 100%, a corresponding reduction in the amount of funds determined will be made to the nearest 5%. (Example: (1) A state with 96% membership will receive 95% of the cost of the plane tickets; (2) A state with 83% membership will receive 85% of the cost of the plane tickets.) If the fare chosen by the Executive Committee, based on the criteria, does not cover the percentage cost of the plane fare, the state may submit an additional claim to NASCOE.

Stipend will be dispersed after the convention has concluded. This will save the NASCOE Treasurer from having to collect back from states that do not send two or even one delegate to the convention.

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If for some reason a state cannot wait until after the convention to receive their check, a special request may be submitted to the Executive Committee giving the reasons why they need the money in advance

#### 4. Distinguished Service Award Winners

National winners under the Awards program for Distinguished Service (NASCOE, FSA-Agriculture, and Community Service) to be paid the lesser of a round trip plane ticket from their respective home state capitol or mileage to the site of the National Convention purchased according to the NASCOE travel policy. In addition to the above, \$250.00 shall be awarded to each winner to assist in defraying the cost of attending the convention and up to \$30.00 to help offset the cost of the required photograph provided they attend the entire National Convention. Rate class will be the same as used to compute assistance to the State Associations for the Board of Directors to attend the convention.

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

*General:* The person or persons to be invited to attend a state event is the prerogative of the state association. State associations shall submit their percentage of payment directly to the NASCOE Treasurer. State associations can request additional financial assistance for special circumstances. 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, if acting for the Executive Committee Person) attends a State Convention, State Board of Directors Meeting or State FSAConference. NASCOE will pay 50% of the cost for visits to a state when an additional person such as National Officer or National Committee Chair is invited to attend a State Convention, State Board of Directors Meeting or State FSA Conference with the state being responsible for 50% of the cost.(i.e. 50% of the National Officer or National Committee Chair and 50% of the Area Executive (or Alternate, if acting for the Executive Committee Person)). In the event a state chooses to only invite a National Officer or National Committee Chair, the respective state shall be responsible for 100% of the cost for that person to attend. Two NASCOE representatives is the maximum number who may attend a State Convention, State Board of Directors Meeting or State FSA Conference with NASCOE sharing the cost.

#### 6. Area Rallies

NASCOE will pay the expense of the Area's respective Executive Committee Person (or Alternate, if acting for the Executive Committee Person) and one National Officer to attend an Area Rally. The decision whether to invite a National Officer is the prerogative of the Area.

7. National Convention / Area Rally Attendees

NASCOE will reimburse Area Committee Chairs, First Year Alternate Executives and Negotiation Consultants \$500.00 to attend the National Convention and their respective Area Rallies. NASCOE will reimburse Second year Alternate Executives \$750 for attending the National Convention and \$500 for their respective Area Rally. This reimbursement would be limited to a maximum of 8 committee chairs per area as approved by the Area Executive. To receive the \$500.00 reimbursement the individual will be required to attend the entire event, provide reports and participate in Committee and Area Meetings at the National Convention. In addition, to receive the \$500 reimbursement at the Area Rally the individual will be required to attend the entire event, participate, and provide reports at the Rally. Stipends issued may NOT exceed actual expenses minus any other additional reimbursements from other sources (e.g. State Associations). Please refer to Item 17 of these Travel Policies concerning Dual Compensation.

8. NAFEC Meetings

Subject to the discretion of the President, NASCOE will pay the expense of not more than three (3) members, all of whom must be members of the Executive Committee, when attending national meetings of NAFEC.

9. Visits to Potential National Convention Hotels

- A. The NASCOE President or his or her designee - who must be a member of the Executive Committee - will visit the hotel selected by any state, group of states, individuals, etc. as convention headquarters when bidding for a national convention to insure the hotel meets NASCOE requirements, providing the Executive Committee has determined the bid to be acceptable. Upon visiting the hotel, the NASCOE official will arrange to meet with the bidding group to review plans, etc.
- B. In the event there are no bids for a national convention or the Board of Directors does not select a convention site, the Executive Committee selects the convention site (see NASCOE's Constitution & By-Laws, Article III, Section 1, By-Laws); therefore, the Executive Committee will determine the convention site and arrange for a visit to the hotel selected.
- C. If a member of the Executive Committee has visited a potential convention hotel headquarters prior to bids for a convention by any state, group of states, individuals, etc. (or the convention hotel is selected by the Executive Committee) and can certify the hotel meets NASCOE requirements, there will be no expenditures for a visit to the hotel as described above.

10. Expenses of Guests of Executive Committee

With the exception of the National Convention and Organizational Meeting, anyone on the NASCOE Master Account will be liable to pay one-half the room cost and other related expenses if bringing guests.

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11. Mileage Rate - Phone Calls

- A. Mileage rate for necessary automobile travel will be the same as paid by FSA to county FSA employees for official travel. If a person drives in lieu of flying for his or her own convenience, the maximum amount of reimbursement will be computed on the least expensive method of travel. Justification to be provided with the claim.
- B. Personal telephone calls shall be documented and rate shall be the same as paid by FSA to county FSA employees on official travel.

12. Meals and Incidental Expenses

NASCOE will pay 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 payment for first and last day of travel will be limited to actual expense not to exceed 3/4 of the CONUS rate for the location.

13. Advances

- A. An advance may be made for any type 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:
  - 1. The activity has not occurred.
  - 2. The activity occurred, but the recipient of the advance did not participate and has not refunded the amount advanced.
  - 3. The activity occurred, but the recipient of the advance has not provided an accounting of related costs if such accounting is required.
- B. 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.

14. Authorized Travel Dates

Any travel outside authorized "travel-in" and "travel-out" dates must be requested in writing and approved in advance by the Executive Committee.

15. Emergency Situations

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

16. Dual Compensation

No person is eligible to receive reimbursement or stipend from NASCOE and another entity (e.g. state associations or government) through dual compensation that would exceed actual expenses to attend any meeting or function. The reimbursement or stipend from the other entity will be subtracted from the actual expenses before being filed with NASCOE for reimbursement.

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

17. Claims for Reimbursement

All claims for reimbursement are to be submitted to the NASCOE Treasurer for payment and receipts included for all expenses except meals. Any claim for reimbursement greater than \$1,500.00 will be subject to second-party review by the NASCOE Secretary prior to payment. All claims for reimbursement must be submitted to the NASCOE Treasurer within 6 months of incurred expense unless there are extenuating circumstances that would require Executive Board approval.

Reimbursements and stipends under the NASCOE travel policy may NOT exceed actual expenses for the meeting or function. A certification statement will be included on travel reimbursement forms for persons to sign certifying that reimbursement or stipend will NOT exceed actual expenses for the meeting or function.

18. Executive Committee Review

- A. The Executive Committee will periodically review these policies. The Executive Committee is empowered with authority to further restrict any policy above if necessary to promote the welfare of the Association or to insure expenditures do not jeopardize the operations of NASCOE. Any restriction imposed by the Executive Committee will be fully justified and subject to review and action by the Board of Directors.
- B. The Executive Committee is empowered with authority to make administrative decisions to insure the policies herein are implemented.

19. Effective Date

This travel policy was adopted by the 1976 national convention and amended by the 1977, 1980, 1981, 1989, 1999, 2001, 2002, 2004, 2006, 2007, 2009, 2010, 2015 National Conventions.