

OVERVIEW

The Conference Board of Directors is dedicated to the goal of full participation by the member boards in the Annual Meeting of the Delegate Assembly. Therefore, the Board of Directors commits to providing for reasonable travel expenses incurred to fund one participant from each member board, who meets the qualifications of Delegate, to attend the Annual Meeting and participate in the Delegate Assembly. Having one funded participant from each member board provides the opportunity for a board member or executive director to attend.

As a non-profit organization, The Conference must be fiscally prudent at all times. Those participating in the Delegate Grant Program are required to adhere to this policy. The Conference reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

The Delegate Grant Program shall apply to one voting delegate per member board. Per The Conference by-laws: *Article III. Definitions. Section 4. Delegate.* ""Delegate" shall mean a current member or Member Board Staff designated by the Member Board as its representative."

POLICY

1. In order for individuals to be eligible for the Delegate Grant Program, the member board of the participant must be in good standing with annual dues paid in full.
2. In order to use the Delegate Grant Program, the Delegate must answer roll call, attend both days of the Annual Meeting in its entirety, and attend pre-conference session(s).
3. Annual Meeting registration fee for those participating in the Delegate Grant Program will be waived. Event fees of any additional guests are the responsibility of the delegate. The Conference is unable to accept payments at the meeting, therefore payment for guests is required in advance.
4. Meeting registration includes breakfast and lunch during the meeting sessions as stated on the registration form. There will not be reimbursement for additional meals, snacks, or drinks during these times.
5. Federal government per diem allotments will be provided for additional meals not included in registration.
6. Hotel accommodations include up to three (3) nights at the designated hotel and will be included on the group master rooming list. *If attending board member training, hotel accommodations may include up to four (4) nights.* Any hotel charges for additional persons sharing the room are the responsibility of the grant recipient.
7. The Conference will cover hotel room and tax; however, participants will be required to provide a credit card for incidental charges. Please note: expenses such as room service, in-room movies or internet fees (if applicable), mini-bar charges, cleaning services, etc. are not reimbursable.
8. Unless otherwise arranged, participants are expected to book their own air travel securing an economic rate consistent with reasonable convenience and will be reimbursed after the meeting. *Any airfare over \$600 must be pre-approved by The Conference.* For the most economical rates, airfare should be purchased as early as possible, but no less than 30 days in advance of the meeting date. Please forward a copy of the itinerary to Conference staff. Airlines should not be selected on the basis of frequent flyer programs; however, the traveler may retain frequent flyer miles. No reimbursement will be made for the value of air travel obtained using frequent flyer miles. Upgrades and itinerary changes will not be reimbursed.
9. Participants will be reimbursed the fees for one checked bag.

10. If air transportation will not be used, participants must notify The Conference prior to travel. For travel by personal vehicle, reimbursement will be at the current federal government mileage rate, up to the cost for the lowest round-trip airfare. Please note: it is the participant's responsibility to secure a photo copy of the above airfare rate 30 days in advance. Photo must include price and be submitted at time of reimbursement. If a photo copy is not secured or presented at time of reimbursement, reimbursement will be at the discretion of the board. Self-parking fees at the hotel will be reimbursed.

11. If complimentary group transportation from the airport is not available through the hotel, use of shuttle service or ride-share options are encouraged. Reasonable and necessary expenses for airport transportation (including taxis) and reasonable tips will be reimbursed.

12. Mileage at the federal government rate will be paid for distance traveled to and from airport/home (or point of departure).

13. Airport parking expenses for economy rate will be reimbursed for number of days of travel for Annual Meeting.

14. There will be no reimbursement for rental cars.

15. In the event The Conference pays for participant's items in advance such as: airfare, hotel room nights, transportation arrangements, etc. and the participant cancels the trip or is unable to attend the scheduled event, the participant may be responsible for reimbursing The Conference for the unused items such as: cost of airfare, no-show costs from hotel if cancelation window is not met, etc. In the event the participant pays for items in advance and cancels at their discretion, the traveler may not be able to seek reimbursement from The Conference for travel costs.

16. After the Annual Meeting, delegate grant recipients must agree to provide a professional summary (within 2 months) reporting on their experience and impact of attending. The recipient understands that some or all of the summary report may be shared in Conference publications.

PROCEDURES

1. Delegate Grant Program participants must submit the meeting registration form indicating "delegate" in the designated area.

2. Staff will verify delegate eligibility as stated in the by-laws and that the member board is in good standing.

3. After registration and travel arrangements are submitted, the delegate grant recipient will receive an expense report approximately one week prior to the meeting, which will detail the expected reimbursements. Please note: **all receipts are required** for reimbursement, with the exception of meals for per diem allotments.

4. Requests for reimbursement should be made within 30 days of the Annual Meeting.

All forms must be submitted by the stated deadline. *Please note applications and delegate grant awards are non-transferrable.*