
The Conference Board of Directors (the Board) is dedicated to the goal of full participation by member boards in the Annual Meeting of the Delegate Assembly. To enable that, the Board commits to providing reasonable travel expenses incurred to fund two participants from each member board, who meets the qualifications of Delegate or Alternate Delegate, to attend the Annual Meeting and participate in the Delegate Assembly.

Per The Conference by-laws: Article III, Definitions, Section 6 and 7, “Delegate” shall mean an individual who meets the requirements of Article III, Section 3, 4, or 5 and is designated by the Member Board. “Alternate Delegate” shall mean an individual who meets the requirements of Article III, Section 3, 4, or 5, and is designated by the Member Board.

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 the following procedures and abide by the Travel Policy approved by the Board. The Conference reserves the right to decline payment of any expenses it considers outside the travel policy and/or the procedures listed below.

PROCEDURES

1. Submit the delegate grant application for the designated Delegate and/or Alternate Delegate as approved by your state board/bureau/agency that is a member of The Conference.
2. Once eligibility has been verified, Delegates and Alternate Delegates will be notified on a rolling basis via the email provided on the the Delegate Grant Form.
3. Delegate grant recipients will receive a voucher code to enter on the Meeting Registration Form in lieu of payment information. Guests may attend for an additional fee that can be submitted on the same form.
4. Strict adherence to the Travel Policy is expected so please familiarize yourself with it prior to making travel arrangements. Email annascott@theconferenceonline.org with any questions. Once booked, you will need to submit your travel arrangements to Anna Scott Chesshir at the email listed here.
5. Approximately one month prior to the meeting, you will receive an expense report which will detail the expected reimbursements to attend the meeting. Please be aware of receipt requirements for reimbursement.
6. To qualify for reimbursement, the Delegate and/or Alternate Delegate must answer roll call and attend both days of the Annual Meeting in their entirety. Attendance at Tuesday’s pre-meeting sessions (Regulatory Board Service 101, Funeral Service Administrators Forum, and the welcome reception) is recommended, though not required and may require additional registrations and fees.
7. Expense Reports must be turned in within 30 days of the Annual Meeting to be reimbursable.