**NEBRASCOE TRAVEL HANDBOOK**

**NEBRASKA ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES**

**AS AMENDED APRIL 23, 2016**

**BOARD MEETING TRAVEL**

The Board of Directors are reimbursed for travel and lodging to the quarterly meetings, except for the State Convention which will be at their own expense. Reimbursable expenses include:

* Round trip mileage equal to the current government rate.
* Up to one night of lodging at the government rate.

**LEGISLATIVE CONFERENCE DELEGATES**

The NEBRASCOE board will select delegates to any upcoming Legislative Conference during the board meeting immediately following the announcement of a Legislative Conference. If a meeting is not able to be held, the delegates will be determined via conference call or email. The number of delegates will be based on available funds and the urgency of business facing NASCOE.

Delegates to the Legislative Conference will receive:

* Round trip transportation to the conference. This amount will be the lesser of the established mileage rate or one round trip coach airline ticket. Transportation within the city of Washington DC (METRO passes, taxi fares, etc.) will be at the expense of the participant. Transportation will be provided to Washington National Airport (DCA). If a greatly reduced fair is available using either Dulles International Airport (IAD) or Baltimore-Washington International Airport (BWI), transportation will be provided from the airport to the hotel.
* Lodging for the length of the Conference plus one extra night.
* $150 for meals and incidental expenses including the banquet, if applicable.
* Round Trip mileage to the airport from the delegates’ residence at the current government rate and any required lodging on the night prior to departure or on the return trip home plus airport parking.

Responsibilities of the Delegates:

* Attend all training sessions and any other official functions. Participants will meet with Congressional Representatives as determined by the group. Generally it is expected that someone from a Congressman’s District will visit with that Congressman. When there is a fairly large delegation, the group will be divided so that there is plenty of time to meet with all Congressmen and Senators.
* Participants will share lodging, up to four members per room. Participants wishing to bring family members will pay for their own room but may receive the NASCOE room rate.
* Reports to the Conference are usually required and will be completed by all members of the group.
* Someone will be appointed to write a report for the newsletter but each District Representative should be prepared to present information to their representative districts.
* Using annual leave for time away from the office.
* Writing thank-you notes to the people that were visited.

If the delegate does not fulfill their responsibilities they may be required to pay for their own room and/or transportation at the discretion of the board members.

The dress code for visiting Congressmen and Senators is business attire but a pair of comfortable shoes is recommended.

**NATIONAL CONVENTION AND AREA RALLY DELEGATES**

Two delegates will be selected to attend the National Convention and two delegates will be selected to attend the NWA Rally. The delegates receive the following reimbursement:

* Round Trip mileage equal to the current government rate
* Airfare if necessary
* Lodging, not to exceed 3 nights
* Early bird registration fee
* Reimbursement for incidental expenses such as parking, baggage fees, and taxi/shuttle service if needed.

Delegates are expected to attend any and all meetings and shall dress and conduct themselves in a professional manner.

**ADDENDUM 1**

**April 23, 2016**

AN ADDENDUM TO THE TRAVEL HANDBOOK IN SUPPORT OF PROVIDING A STIPEND FOR MEMBERS WITH AREA AND/OR NATIONAL RESPONSIBILITIES TO ATTEND RALLY AND/OR CONVENTION IN ADDITION TO THE TWO MEMBERS WHO RECEIVE FULL REIMBURSEMENT AS DELEGATES.

One of NEBRASCOE’s goals is to increase membership and participation at the State, Area, and National levels. In order to achieve this goal, it is necessary to send as many members as possible to events such as the Area Rally and National Convention. In particular, members who assume Area or National responsibilities as Executives, Alternate Executives, and Committee Chairs should be free to do so without concern for the costs associated with attendance as their attendance at these functions is required.

Members serving at the Area or National level shall be allotted a $250 stipend, not to exceed actual costs to attend the Area Rally and/or National Convention, provided there is a minimum of $15,000 in the NEBRASCOE checking account at the time of the event. Costs incurred must be comparable and reasonable and must not exceed the stipend provided by the Area or National level. Eligible expenses may include the following:

* Mileage (carpooling is strongly encouraged)
* Baggage fees (if traveling by air)
* Airfare
* Basic registration

Expenses which shall not be covered under any circumstances shall include the following:

* Meals/per diem
* Tours and activities outside of the basic registration fee

Regular members who wish to attend may be considered to receive a stipend, not to exceed actual costs to attend the Area Rally and/or National Convention, provided there is a minimum of $15,000 in the NEBRASCOE checking account at the time of the event and pending board approval on a case by case basis. Factors for the board to consider when issuing approval or disapproval shall include but are not limited to the following:

* Dollar amount of excess funds available from cookbook and shirt sales
* Distance to the event
* Efficiency – will the money spent equal the maximum payout in member attendance?

In order to receive the stipend, recipients must have been a member for at least 5 consecutive years before the event or in the case of a new employee, they must have joined within their first year of employment. Anyone receiving the stipend will be required to attend all business meetings and submit a report to the NEBRASCOE Secretary for publication in the next newsletter. It shall be required that any member receiving a stipend must make every effort to keep costs to a minimum, such as carpooling and room sharing when feasible and/or appropriate. Receipts to justify the expense must be submitted to the NEBRASCOE Treasurer and the President must give approval before payment is made.

Delegates and reimbursed members may use administrative leave to attend Rally and/or Convention up to the amount approved by the SED or DAFP. Any additional absence from work must be covered using annual leave.