

# SDASCOE TRAVEL POLICY

Amended: 04/03/2007

Amended: 03/12/2013

Amended: 10/03/2013

Amended: 02/07/2019

The following travel policy as outlined by the SDASCOE Executive Committee was amended on February 7, 2019 via conference call with an immediate effective date.

## 1. Board meeting for officers, board members, committee chairs and guests invited by the President

- A. Mileage round trip at the rate of \$0.20 a mile below the prevailing county FSA rate rounded up to the nearest \$0.01 and rate changes to be effective to match dates and government rates (we encourage sharing rides where feasible).
- B. Rooms will be paid by SDASCOE. Members will be expected to share a room when possible. If the member wants a room by themselves or with another non-invited guest (spouse etc), SDASCOE will pay the equivalent of half the room.
- C. Meals will be at the expense of the member except for an association sponsored meal with other invited dignitaries.

## 2. State Conventions

- A. Reimbursement for officers, board members, committee chairs and guests invited by the President attending the state convention will follow the same guidelines as Board Meetings.

## 3. Northwest Area Rally (Delegates – Maximum of 2 – and 1 Officer)

- A. Officer is defined as President. If the President is not able to attend, then the order of designation would be Vice-President, Secretary, Treasurer, in that order, as designated by the President. Delegates will be appointed by the Executive Committee.
- B. Mileage round trip at the rate of \$0.20 a mile below the prevailing county FSA rate rounded up to the nearest \$0.01 and rate changes to be effective to match dates of effective government rates. Mileage determined from the traveler's home to the place of the Rally, round trip; or the mileage from their home to the airport, bus, or train on which they are riding, plus transportation on commercial carrier, to the rally and return.
- C. Airline or other commercial carrier expenses including the cost of the ticket, parking fees at airport or other commercial carrier, luggage, and/or travel insurance associated with the use of the commercial carrier. The default method of commercial carrier is via airline unless approved in advance by the Executive Committee. If a person drives for his or her convenience in lieu of using a commercial carrier, the maximum amount of reimbursement will be computed on the least expensive method of travel.
- D. Rental vehicle expenses or other mode of transportation may be reimbursed at the discretion of the Executive Committee. Rental vehicle expenses or other modes of transportation must be approved in advance of travel. If possible, authorized travelers are expected to coordinate arrival and departure times to share rental vehicles.
- E. Rooms will be paid in full not to exceed three nights.
- F. Basic EARLY BIRD registration will be paid.

- G. SDASCOE will reimburse M&IE (Meal and Incidental Expenses) not to exceed the CONUS rate for the location associated with the nights of lodging. M&IE payment for first and last day of travel will be  $\frac{3}{4}$  of the CONUS rate for the location. Motel parking fees and/or transportation fees not defined according to subparagraph D are considered incidental and a part of the M&IE reimbursement. The M&IE rate will be deducted by the value of any M&IE item paid directly by the Association.
- H. No dual reimbursement will be allowed. Depending upon the situation, NASCOE may reimburse SDASCOE directly or NASCOE may reimburse the traveler directly. If the traveler receives compensation directly from NASCOE, then that amount will be deducted from the SDASCOE travel claim.

4. National Convention (Delegates – Maximum of 2 – and 1 Officer)

- A. Officer is defined as President. If the President is not able to attend, then the order of designation would be Vice-President, Secretary, Treasurer, in that order as designated by the President. Delegates will be appointed by the Executive Committee.
- B. The travel policy as outlined in part 3 (Northwest Area Rally) will be followed except the nights of travel will be based on up to 4 nights of lodging.

5. NWA and National Award Winners

- A. SDASCOE will reimburse any NWA and/or National Award winners according to the travel policy as outlined in parts 3 and 4 depending upon if the destination is the NWA Rally or National Convention.

6. The SDASCOE Executive Committee may adjust the above travel policy due to the lack of funds provided notice is made within 6 months of the travel dates.

7. The SDASCOE Executive Committee may authorize travel reimbursement for additional members attending the NWA Rally and/or National Convention at an amount determined by the applicable Executive Committee.

All members traveling under this authorization do so at their own risk. It is up to the traveler to determine if overnight travel is necessary versus traveling to the event and back home on the same day. It is understood that SDASCOE will not be held liable for any personal injury or accidental death due to traveling under the above travel policies.

All members should be in annual leave status when attending meetings unless otherwise authorized by the State Office and/or National Office