

# SDASCOE TRAVEL POLICY

Amended: 10/03/2013  
Amended: 03/12/2013  
Amended: 04/03/2007  
Amended: 09/30/2005  
SDASCOE TRAVEL POLICY

The following is travel policy as outlined by the SDASCOE board:

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 breakfast or lunch 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 effective 04/03/07.
  
- ~~3.~~ Northwest Area Rally (Delegates – Maximum of 2 – and 1 Officer) Effective 10/03/2013
  - 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.
  - B. Mileage round trip at the rate of \$ .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 Delegates 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. Rooms will be paid in full not to exceed three nights.
  - D. Basic EARLY BIRD registration will be paid.
  - E. \$150 for additional expenses not covered such as check in luggage, travel insurance, meals etc.
  - F. No dual reimbursement will be allowed. If NASCOE reimburses for the expense, SDASCOE will not reimburse.
  
- ~~4.~~ National Convention (Delegates – Maximum of 2 – and 1 Officer) Effective 10/03/13
  - 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.
  - B. Delegates will receive half the money allocated by NASCOE to attend the convention, to cover travel and hotel room (four nights maximum).
  - C. SDASCOE will cover travel and hotel room (four nights maximum) for one Officer.

D. Delegates and Officer will be reimbursed for other basic expenses that are not covered by the money distributed by NASCOE at the discretion of the board of directors. Basic expenses will include the following:

1. Mileage to the convention, or mileage to and from airport or train terminal at the rate of \$ .20 per 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.
2. Hotel for actual convention dates (total of four night maximum)
3. Basic EARLY BIRD registration only
4. Taxi or shuttle to and from airport or train station and parking fees.
5. \$200 to defray all other expense not covered such as meals, flight insurance, luggage check in etc.
6. No dual reimbursement will be allowed. If NASCOE reimburses for the expense, SDASCOE will not reimburse.

5. National Convention (National Award Winners Only) Effective 10/03/2013

A. National Award winners will be reimbursed one night lodging by NASCOE, since NASCOE reimburses one night lodging, basic registration and travel expenses. 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.

B. SDASCOE will reimburse National Award winners up to three additional nights lodging for Convention attendance

C. SDASCOE will pay for Basic Early Bird Registration

D. SDASCOE will pay for Mileage to the convention, or mileage to and from airport or train terminal at the rate of \$ .20 per 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.

All members should be in annual leave status when attending meetings unless otherwise authorized by the SED or State Administrative Officer.