## CONFERENCE ATTENDANCE POLICY

The term “conference” is defined as any seminar, meeting, retreat, workshop, training activity, or similar event that is funded by NCSILC, or by any external organization/partner.

An NCSILC member will be eligible for NCSILC to pay for attendance at professional conferences/meetings if the applicant:

1.  Is an NCSILC member who is actively involved in the NCSILC.

2. Has completed a Conference Attendance Application, submitted it to a Committee Chair for recommendation, and Policy committee for approval at least four weeks prior to the conference.

3. Has received the Application form as approved by a committee chair, Finance Committee and SILC chair, and forwarded to the SILC office for travel arrangements at least four weeks in advance of conference date. The NCSILC provides the DSU with a written justification (outlining the circumstances that prevent an NCSILC member from staying in a hotel with the authorized rate as published in the NC Office of State Budget and Management Manual) for DSU approval.

4. Has signed the Conference Attendance Policy and submitted to the NCSILC office for filing (only required once – retained in Member File).

By agreeing to attend a conference at the expense of NCSILC, the member agrees to attend the conference sessions, and to be an active participant in the proceedings. The member understands that they are representing NCSILC.

Within two weeks of returning from the conference, the attendee must submit a NCSILC Conference Activity Report to the NCSILC Executive Director.  A brief summary of the conference activity (5 min. or less) will be required at the next scheduled NCSILC meeting.

SILC funding decisions regarding meeting and conference travel and training expenses reside with the Policy Committee. Final decisions are made by the NCSILC Chair.

## TRAVEL REIMBURSEMENT TO COUNCIL MEMBERS

NCSILC members shall be reimbursed for reasonable and necessary expenses that are incurred when attending conferences and or performing council duties as follows:

**Food / Per Diem / Lodging**

Food Expense:  Members may receive the amount allowed by State Travel Policies for each meal per day. As of May 2013 NC permits:  $8.00/breakfast; $10.45/lunch; and $17.90/dinner if in-state or $20.30/dinner if out of state.

Per Diem:  Members may receive a per diem of $15/day. If a member is unemployed, or if the member forfeits wages from other employment to attend conferences or to perform related duties, then the member may receive a maximum per diem of $50/day. State employees shall receive no per diem compensation.

Lodging:  State daily lodging allowance is $63.90 + tax (in state) or $75.60 (out of state). A zero balance hotel receipt must be attached and submitted with the request for reimbursement.

* Reimbursement may include the cost of lodging for one night per conference day. For example, if the conference lasts two full days, then the member may be reimbursed for the cost of two nights of lodging.
* Note:  reimbursement will not include the cost of one night's lodging for a partial conference day except as described below.
* In limited circumstances, a member may be reimbursed for more than one night of lodging per meeting day. Members must direct requests for reimbursement of extended lodging to the SILC office. Such requests must be received by the SILC office at least eight days prior to the start of the meeting and must receive approval from the SILC Chair and the Finance Committee Chair. In the event that the SILC Chair and Finance Chair cannot agree, the SILC Vice Chair will decide whether or not to approve the request.

**Transportation / Mileage / Driver and/or Personal Assistant**

Public Transportation Expense:  Members may be reimbursed for transportation expenses. In order to receive reimbursement, a zero balance or paid in full receipt for all train, airline, bus fare, taxi or transportation service must be attached and submitted with the request for reimbursement.

Mileage:  Members may be reimbursed for mileage at the current federal rate. As of May 2013, the federal mileage reimbursement rate is $0.565/mile.

Driver / Personal Assistant:  Members may be reimbursed for the cost of their driver and/or personal assistant when such expense is reasonable and necessary. The rate of reimbursement for drivers is $8.00/hour; the rate for personal assistants is $11.00/hour.

* Note:  Members may also be reimbursed for food expenses for drivers and/or personal assistants at the state rates provided above.

**Additional Expenses**

Member expenses that are not described above must be authorized before they are incurred in order to be eligible for reimbursement. Requests to authorize such additional expenses should be directed to the SILC office and must be approved by the Executive Committee.