NORTH CENTRAL LAND & WATER CONSERVATION ASSOCIATION (NCLWCA)
POLICY GOVERNING TRAVEL
FOR WI LAND+WATER DELEGATES

These following policies will supersede any and all previous travel policies:

1. **WI LAND+WATER BUSINESS MEETINGS WI LAND+WATER** Delegates will be reimbursed for actual expenses, as described below, in connection with representing NCLWCA at WI LAND+WATER business meetings. WI LAND+WATER Delegates expenses are automatically authorized for their attendance at the Board of Directors meetings (usually 4 per year) as well as up to 10 other WI LAND+WATER meetings such as Executive Board or committee meetings. Other proposed meeting expenses must be approved in advance by the NCLWCA President. Expense receipts must be submitted as WI Land+Water reimburses travel, meals and lodging. Reimbursement cannot be issued to cover travel expenses reimbursed by WI Land+Water or your local county. ***(NOTE: Annually, this could total up to $700 in costs to NCLWCA)***

   a. MILEAGE - Reimbursements for automobile travel will follow the State of Wisconsin Office of State Employment Relations' rate as it fluctuates.

   b. PER DIEM – Per diem of $50 per WI LAND+WATER Board Meeting shall be paid to the WI LAND+WATER Delegate representing the NCLWCA elected officials (Land Conservation Committee Members). In addition, per diem will be paid to the WI LAND+WATER delegate representing the NCLWCA conservation department staff (Conservation Departments). Per Diem is for attending up to 10 other WI LAND+WATER Meetings such as the Executive Board or committee meetings. Committee attendance in excess of 10 meetings per year shall not be paid a per diem.

   c. MEALS / REGISTRATION FEES – Breakfast, lunch, dinner, or registration fees expenses incurred by either delegate shall be an allowable expense. Non-reimbursable expenses in this category include any alcoholic beverages and any meal related expenses incurred by a delegate's spouse. This item will not be allowed under circumstance #3 below.

   d. LODGING – If delegate attendance at a committee meeting requires overnight travel, lodging expenses will be an allowable expense and reimbursed at the state and single room occupancy rate. This item will not be allowed under circumstance ~~6~~ 3 below.

2. **WI LAND+WATER ANNUAL CONFERENCE** - Expenses associated with registration and travel to the WI LAND+WATER Annual Conference and the included conference board meeting; as well as such items as personal expenses, alcoholic beverages and spouses' travel, meals and share of hotel bill will **NOT** be reimbursed by NCLWCA.

3. **NATIONAL or REGIONAL CONFERENCE EXPENSE** –WI LAND+WATER delegates attending the Regional Conference shall receive a $100 stipend towards their expenses to attend the conference. WI LAND+WATER delegates attending the National Conference shall receive a $250 stipend toward their expenses to attend the conference. These stipends will be in lieu of per diem and mileage, meals and hotel expenses. NCLWCA shall budget $700 annually for attendance at the National or Regional Conference which will cover stipends for individuals to attend these conferences. Expense receipts must be submitted as WI Land+Water reimburses travel and registration fees. Stipend cannot be issued to cover travel expenses reimbursed by WI Land+Water. *Note – Delegate selected at WI Land+Water level. Delegate may not always be from NCLWCA area. This section would only apply if a delegate is from the NCLWCA area.

4. **NCLWCA MEETINGS** - Travel expenses of WI LAND+WATER Delegates to attend their own Area Association meetings will **NOT** be paid by NCLWCA.

5. **REIMBURSEMENT FORM** - To be eligible for payment, an expense reimbursement form must be submitted to the NCLWCA Treasurer within 30 days after completion of the travel. See attached form.

North Central Land and Water Conservation Association:
Adopted: October 25, 2013, Wausau, WI
Revised: February 12, 2016, Stevens Point, WI