

MISSOURI ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES STANDING RULES
MASCOE TRAVEL AND ATTENDANCE POLICIES

1. MASCOE DIRECTOR'S MEETINGS

Officers, Directors, Committee Chairpersons and others invited by the President to attend the Director's meetings shall receive the following compensation:

- A. Mileage from their home and return at the rate of 50% of the GSA rate for personal vehicles rounded according to FSA policy. Carpooling is encouraged as much as possible.

2. MISSOURI MASCOE CONVENTIONS

Officers, Directors, Committee Chairpersons and members shall attend Missouri MASCOE Conventions at their own expense.

3. ATTENDING OTHER STATE CONVENTIONS

The President or a designee shall receive compensation for attending no more than 3 State Conventions in the Midwest Area. These will be in addition to the Midwest Area Rally and the National Convention. This compensation shall consist of:

- A. Mileage from their home and return, at 50% the established GSA rate for personal vehicles, or travel by commercial carrier, whichever is smaller.
- B. Necessary lodging, at the single room rate, not to exceed the actual cost per person.
- C. The cost of the delegates' banquet tickets and registration fees.

4. NATIONAL CONVENTIONS AND MIDWEST AREA RALLY

The President and Vice-president shall serve as delegates to the Midwest Area Rally and National Convention or find an alternate if unable to attend. Delegates representing MASCOE at the Midwest Area Rally and the National Convention shall be entitled to the following compensation:

- A. Mileage from their home and return, at 50% the established GSA rate for personal vehicles, or travel by commercial carrier, whichever is smaller. Carpooling is encouraged as much as possible.
- B. Necessary lodging, at the single room rate, not to exceed the actual cost per person. Maximum nights lodging approved will be 2 nights at the Midwest Area Rally and 4 nights at the National Convention.
- C. The cost of the delegates' banquet tickets and registration fees.

5. LEGISLATIVE CONFERENCES

The Legislative Committee Chairperson(s) and President shall represent MASCOE and attend Legislative Conferences as called by NASCOE. Any additional representatives (or alternates in the event the Legislative Chairperson(s) or President cannot attend) shall be determined by the MASCOE Board of Directors on an as needed basis. Compensation shall consist of their actual lodging expense (double up where possible), airfare and luggage fees, mileage from their home and return at 50% of the established GSA rate and per diem based on FSA guidelines. Selection of the mode of transportation shall be made by the Board of Directors considering the number of representatives, timing and costs involved.

6. Dual Compensation

No person is eligible to receive dual compensation to attend any meeting or function. If a person is eligible to receive compensation from both NASCOE and MASCOE, the amount paid by MASCOE will be reduced by the amount received from NASCOE. In no situation will a person be paid more than their actual expenses.

7. Other

All or any other travel expenses as a result of conducting MASCOE business not contained in this policy must be pre-approved by the MASCOE Board of Directors. The Board of Directors reserves the right to pay or decline reimbursement of any or all expenses incurred by a member while performing MASCOE activities which were done without prior approval.