

POLICY

Revised June 2015

Annual Conference Registration Fee

1. Annual Conference participants shall pay a registration fee in an amount determined by the Program Committee. The term 'participants' includes state, local, and federal officials attending the Annual Conference in part or in whole. "Participants" does not include guests of attending participants or other invited guests as defined below.
2. The Program Committee shall determine the registration fee (including meal costs) in an amount sufficient to provide funding necessary to cover reasonable conference business expenses. NCSSSA annual dues and reserves shall be taken into account in determining the registration fee. Separate charges may be added at the participant's option to cover the cost of outside activities offered after scheduled business meetings during the Annual Conference.
3. The registration fee requirement shall be included in the Annual Conference Announcement letter.

Participants shall submit a Participant Registration Form provided with the Annual Conference Announcement letter. Participants shall pay the required registration fee(s) by check or credit/debit card (payable to NCSSSA) at the time of registration.

4. Conference funding permitting, the registration for retired state administrators may be waived upon approval by the Executive Committee.
5. Invited guests may not be charged a registration fee at the discretion of the Executive Committee. Invited guests may include, among others, Social Security Administration and Internal Revenue Service officials at or above the associate commissioner level; speakers asked to provide the keynote, welcoming or special address during the Annual Conference. Meals may be provided to invited guests at no charge on the day(s) attending the Conference at the discretion of the President.
6. Federal participants from the Social Security Administration and Internal Revenue Service shall be charged the same registration fee as the state administrators and staff, unless payment of the registration fee would be in violation of federal agency policy. Federal officials who appear as speakers on the Annual Conference program and attending program sessions will be required to pay the established registration fee. Requests for waiver of the registration fee may be approved at the discretion of the Executive Committee.
7. Participants may bring guests to the conference. Guests participating in the conference program will be charged the same registration fee as other participants. Guests not attending the program shall not be charged a registration fee; however, guests shall be required to pay for meals (see below). Participants shall register **guests attending on a "Guest Registration Form" included in the Annual Conference** Announcement letter.

8. Written requests for refunds submitted to the NCSSEA Treasurer and received no later than 30 days prior to the start of the conference will be granted. Refunds will not be granted within 30 days of the first official conference business meeting (typically Sunday).

No shows are responsible for full payment. If a participant has paid the registration fee and is unable to attend the, an alternative participant may attend. The alternate participant must register and indicate the name of the individual that is being replaced. Emergency exceptions to this policy may be granted by the Executive Committee.

Meal Costs

9. Participants and guests at the Annual Conference shall pay the cost of meals and refreshment breaks provided at the Annual Conference. The registration fee will include all participants' meal costs.
10. Guests shall be given the option of choosing to take all meals offered at the conference at a single rate or to choose selected meals at a specified charge per meal.
11. Participants may pay the cost of meals for guests separate from the fees paid for the participant's registration.
12. Federal officials for whom the registration fee is waived shall be charged meal costs at the rates charged to guest registrants on either the all meal plan or by selected meals, as appropriate. Under special circumstances, the cost of meals may be waived at the discretion of the President.

Travel Reimbursement

General

NCSSEA shall reimburse authorized normal and reasonable travel costs for those members traveling on behalf of the Organization and only for the travel costs that are not paid by the member's State.

Daily Per Diem

For travel involving an overnight stay, the traveler will be reimbursed for meals and limited incidental expenses on a Per Diem basis according to the time of departure (first day) and return (last day) within the following times:

First day

- Departing prior to 8:00 AM - breakfast, lunch, and dinner will be paid at the full day amount
- Departing after 8:00 AM and before 11:00 AM-lunch and dinner will be paid at the partial day amount plus the IE*
- Departing after 11:00 AM and before 5:00 PM - dinner will be paid at the partial day amount plus the IE*

Last day

- Returning after 9:00 AM and prior to 11:00 AM - breakfast will be paid at the partial day amount plus the IE*

- Returning after 11:00 AM and before 7:00 PM - breakfast and lunch will be paid at the partial day amount plus the IE*
 - Returning after 7:00 PM - breakfast, lunch, and dinner will be paid at the full day amount.
- Departure time is defined as the time the traveler enters and leaves travel status for the purpose of NCSSSA business.
 - Per Diem is defined as the per day reimbursement for meals, meal gratuities, and fees and tips given to porters, baggage carriers, bellhops, and hotel housekeepers.
 - If meals are furnished as part of a conference registration fee, the traveler shall be reimbursed for meals not provided according to the partial day rate.
 - If traveler is in travel status and the hotel he or she is staying at offers a continental breakfast, the traveler is not obligated to eat the continental breakfast. If the traveler chooses to eat the continental breakfast, the meal cannot be included in the request for reimbursement (use partial day rate).
 - Full day, partial day, and IE amounts are based on the current U.S. General Services Administration (GSA) rates for the continental United States rates (CONUS). Rates are set by fiscal year, effective October 1.

GSA Full Day Rate <http://www.gsa.gov/portal/category/100120>

GSA Partial Day Rate <http://www.gsa.gov/portal/content/101518>

Incidental Expense (IE)* [Created May 2015](#)

The Miscellaneous & Incidental Expense (M&IE) rate includes, but is not limited to, costs of laundry, dry cleaning fees/tips for service providers (waiters, porters). Incidental expenses do not include taxicab fares, lodging taxes telephone calls, etc.

Transportation

Actual and reasonable travel costs by plane, train, bus, taxi, and car as well as transportation related costs such as parking, road tolls, bridge fees, shall be reimbursed. Upgraded or luxury based transportation costs shall not be paid, except on justification as to the best interests of the NCSSSA and the prior approval of the President.

Business Expenses

Other ordinary and necessary actual expenses as supported by receipts shall be reimbursed. Items Include, but not limited to, business calls, fax fees, mail or shipping costs, equipment rental, copying services, etc.

Mileage

Members shall be reimbursed mileage costs for use of personal vehicles when conducting authorized NCSSSA business. Reimbursement will be based on miles driven times the current Federal Standard Mileage Rate as published in [IRS Publication 463](#), Travel, Entertainment, and Car Expenses. The Conference shall not reimburse any other personal vehicle cost (gas, insurance, etc.).

Claims

All travel claims must be submitted to the President for review and approval who will then forward to the Treasurer for reimbursement. The Treasurer shall pay all appropriate claims within 30 calendar days of the claim. Any claim amounts disapproved shall be returned to the claimant with a written explanation by the President along with a copy to the Treasurer, NCSSSA. The member can appeal disapproved amounts to the Executive Committee, who in turn, shall either approve or deny this claim in writing to the member with a copy to the Treasurer.

Please select the following link to access the approved NCSSSA Reimbursement Form. All claims must be submitted on this form according to the directions listed.

<http://www.ncsssa.org/formsandpublications.html>

Tribute & Announcement [Created May 2015](#)

NCSSSA President in conjunction with and on behalf of the Executive Committee and with the approval of the member or colleague and with discretion and regard for privacy, shall communicate via email or in person with the NCSSSA membership regarding the retirement, illness, injury, or death of a current or former member, family member, or colleague. The announcement may include information for correspondence or remembrances for individual members' use. Exceptions to the aforementioned list of personal events must be approved by a quorum of the Executive Committee prior to any announcement being made. Expenses for travel or remembrances (with the exception of a Resolution for retirees) will be a personal choice and cost by the individual member and not provided by NCSSSA.