



RASCOE TRAVEL POLICY

ADOPTED MILWAUKEE, WI AUGUST, 1995

ADOPTED SALT LAKE CITY, UT 2003

ADOPTED SAVANAH, GA 2022

ADOPTED COLLEGE STATION, TX 2023

1. The National Officers, National Committee Chairperson or Co-Chairpersons,

The national officers, national committee chairpersons or co-chairpersons to be paid costs related directly to RASCOE business, including necessary meetings and national convention.

These costs would include most effective mode for travel, cost of meals associated with direct representation of RASCOE, (for National Convention it may include RASCOE Officers meeting Brunch, RASCOE lunch and Banquet meal), cost of room for nights required to represent RASCOE (RASCOE/ NASCOE Convention would include up to 5 nights) and Registration unless Honorary Life Membership waives Registration. Extra lodging expense may be paid if the Board deems necessary due to travel or efficiency to and from locations.

Motels would be compensated at the cost of Convention price rooms.

Expenses for Rallies would include travel at most cost effective mode, registration, required or designated banquet/meal in which the group joins together for the purpose of the event and no more than 4 nights of lodging to meet the purpose of RASCOE participation.

2. Persons Performing RASCOE Functions Other Than National Officers, National Committee Chairpersons or Co-Chairperson.

Any Person performing RASCOE functions as requested by the RASCOE President and concurred with by the other officers, is to be paid all costs related directly to representing RASCOE.

2a. Examples: Persons on Special assignment to perform specific task such as visiting Washington, DC on legislation. Person representing a Board member at a Rally or State Association in place of the RASCOE Officer.

2.1 Person's representing RASCOE as an appointed Area Representative shall be compensated for attending the National Convention in the amount of \$250.00. This is

to help compensate for expenses incurred to attend and actively participate in meetings and events.

2.2 Spirit of RASCOE award winner shall receive stipend of \$250.00 if they attend the National Convention to accept the award. Dual compensation will not be awarded

3. State Association Conventions and/or State Association Board of Directors Meetings.

A. State Conventions and/or Board of Directors Meetings: RASCOE will pay the expenses of one of the following: (a) One National Officer. (b) One National Committee Chairperson. A maximum number who may attend a state convention at RASCOE expense is one (1). The person to be invited to attend a state convention is the prerogative of the state association. No RASCOE representative is to be reimbursed for attending their own state convention and/or state board of directors meeting. See C below.

B. Miscellaneous. RASCOE will not pay for the expense of any person in A or B above for more than one visit to the same state in the same year.

C. State Association Responsibility

1. State Associations shall pay 50% of the cost of visits to their state by RASCOE officials (Officers or Committee Chairpersons). State Association will submit their percentage of payment directly to the RASCOE Secretary-Treasurer. This is for state convention and/or board of directors meeting.
2. In instances where a state association is financially unable to pay 50% of the cost of the visits to their state by RASCOE officials, RASCOE may bear the cost of the visit based on the following criteria. The person invited shall consult with the RASCOE Officers prior to the visit and reach agreement on the extent of RASCOE participation. The state association will be asked to defray as much cost as possible.

4. Other Meetings.

Subject to the discretion of the President, RASCOE will pay the expenses of not more than (2) members, both of whom must be an officer, when attending national meetings with NASCOE, NARFE, NAFEC or other groups with a common interest to RASCOE's goal and objectives.

5. Dual Compensation

No person is to receive dual compensation to attend any meeting or function. If a person is eligible for dual compensation, he/she will receive compensation which is most advantageous to RASCOE.

6. Advances

Advances may be made for any type reimbursable RASCOE expense. No second advance will be made if one is already outstanding except in extenuating circumstances.

7. Mileage Rate

Mileage rate for necessary travel will be the same as the government rate. If a person drives in lieu of flying (or traveling by other common carrier) for his/her own convenience, the maximum amount of reimbursement will be computed on the least expensive method travel.

8. National Officers Review

The officers will periodically review these policies. The officers are empowered with authority to further restrict any policy above if necessary to promote the welfare of the association or to insure expenditures do not jeopardize the operations of RASCOE. Any restrictions imposed by the officers will be fully justified and subject to review and action by the board of directors. The officers are not empowered with authority to liberalize any policy stated above. The officers are empowered with authority to make administrative decisions to insure the policies herein are implemented.

9. Effective Date

This travel policy was adopted by the 1995 national convention. Amended 2003 National Convention. Amended and adopted 2022 National Convention, [Amended and adopted 2023 National Convention.](#)