

NWCC National Director Guidelines (revised 12/2015)

National APHA Directors from the Northwest are eligible for reimbursement for their trip to workshop / convention providing the following rules are followed:

- 1) All directors must submit a written report within 30 days of workshop and/or convention. NO EXCEPTIONS. At a minimum, report must include a summary of meetings attended and any discussion relevant to the people represented. A report consisting only of rules that passed is not acceptable.
- 2) Reports should be submitted to:
 - A) NWCC Website
 - B) NWCC Treasurer for payment
 - C) Clubs within the state the Director/Alternate represents.
 - D) Other groups as deemed relevant by the Director/Alternate
- 3) All receipts must be submitted to the current NWCC Treasurer by May 1st of the year expenses occurred in order to get NWCC reimbursements. (updated 11-4-2018)
- 4) Items which will be eligible for reimbursement are as follows: (updated 11-4-2018)
 - A) Airfare -- must be purchased no less than 15 days from departure (for directors as well as alternates). One suitcase expense allowed.
 - B) Hotel -- night before your committee meeting thru the night of the last general membership meeting.
 - C) Transportation -- parking; mileage to/from airport at the current government rate; shuttle fees to/ from hotel
 - D) Meals / Tours -- only APHA sponsored events
 - E) Maximum Per Diem -- up to but not to exceed (actual receipts or scanned copies must be provided with date/time stamp as you will only be reimbursed up to the per diem):
 - 1) Breakfast \$10
 - 2) Lunch \$15
 - 3) Dinner \$25
 - F) NWCC will NOT reimburse for alcohol; excess baggage or rental cars.
- 5) A director must be a member of & active in an NWCC member regional club and must attend at least one of the two annual NWCC meetings held within the year they are seeking reimbursement.

Alternate Directors

National Director Alternates will be reimbursed the same as a Director only if they become a Voting Director. If an Alternate attends Workshop and/or Convention and is a non-voting Alternate they will be reimbursed up to 50% of expenses, if funds available and they meet same reimbursement criteria as a Director. (updated 2-1-2003)

National Directors may receive full or partial reimbursement depending on the available funds collected through NWCC assessments. If funds are not allowed for full reimbursement, directors will be reimbursed with equal payment. NOTE: Even if you are elected in 2012, you are not actually seated as a director or alternate until 2013 unless you are moved up by APHA due to absence of your director or alternate. You are only eligible for reimbursement for the year(s) in which you are actually seated.

Reimbursement checks will be provided to those directors and alternates meeting this criteria within 2 weeks of NWCC receiving all show assessments for the year.