

## **OREGON PACIFIC-CASCADE CHAPTER NECA EDUCATION FUND POLICY**

The amount of the Education Fund is established each calendar year by the Board of Directors during the budget process. The Education Fund is allocated to each permanent member firm on a pro-rata basis according to its portion of the Oregon Pacific Cascade Chapter NECA dues paid during the prior year.

Each member firm will receive a minimum annual allocation of \$300 regardless of the dues paid during the prior year. In their first calendar year of membership, firms will receive the minimum allocation and will have 50% of their NECA dues paid applied to their education fund allocation up to a maximum of \$1,000.

Education Fund allocations are for the calendar year in which they are allocated and cannot be carried forward from year to year.

Payments may be made to member firms, travel agents, hotels, educational institutions, transportation companies, sponsoring organizations of seminars and/or conventions. Payments cannot not be made payable to individuals.

***Education fund reimbursements will be issued when accompanied by a completed Education Fund Reimbursement Form signed by the Accredited Representative or Alternate Representative from the member firm.***

### Reimbursable Expenses

Reimbursements are paid to permanent members for their employees, directors, or officers participating in educational seminars and/or conventions related to the electrical industry. The reimbursable expenses include:

Transportation – air, bus, train, or rental car. Use of personal or company vehicles may be reimbursed at the current IRS rate.

Lodging – one night for each day of the convention or workshop, plus one additional night

Registration fees – for convention, class, or workshop

Wage reimbursement – wages of \$300 per employee for ½ day class and \$600 per employee for full day class. Reimbursement includes all payroll burdens.

Other expenses – educational materials, workbooks, or reference materials for classes, seminars, or workshops