

## **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 \$300.00 regardless of the dues paid during the prior year. In the 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 \$1,000.00.

Each member will be allowed to carry over up to \$5,000.00 from the previous year.

Payments may be made to member firms, travel agents, hotels, educational institutions, transportation companies, and sponsoring organizations of seminars and/or conventions.

Payments cannot 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 the educational seminars and/or conventions related to the electrical industry.

### **The reimbursable expense includes:**

- Meals/Transportation – air, bus, train, rental car/uber, or taxi. 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/Salary and benefits reimbursement
- Other expenses – Education materials, workbooks, or reference materials i.e. codebooks & uglies for classes, seminars, or workshops both virtual and in person.

### **Expenses Not Included:**

- Electronics, software, and no hardware.