

## NASCA Member Travel Scholarship Fund Policy

**Objective:** NASCA travel scholarship funds are intended to augment the conference and event reimbursements currently provided for state members for NASCA-hosted events. The scholarships are intended to encourage and facilitate state member attendance and are given to assist state members under travel fund restrictions and those who encounter more expensive travel costs beyond a state member's control.

**Process:** NASCA's Executive Committee may allocate travel scholarship funds for specific events through the annual budget process. Approximately three months prior to a specified event, NASCA will notify members of a 14-day window to apply for a travel scholarship. Once the application period closes, NASCA staff will award scholarships in the following order until funds are exhausted:

1. State chief administrators under travel fund restrictions or those who face extraordinary travel costs because of circumstances beyond a state member's control will be filled in the order in which they are received.
2. Deputy directors/senior staff under travel fund restrictions or those who face extraordinary travel costs because of circumstances beyond a state member's control are awarded in the order will be awarded in which they are received.
3. Deputy directors/senior staff who have never participated in a NASCA event are awarded in the order in which they are received.

States may apply for more than one attendee to receive scholarships and will be asked to rank the priority of recipient in the application. If funds allow, multiple recipients from one state may receive scholarships after all qualifying single state applicants are fulfilled.

Expenses that qualify may include transportation (ground and airfare) and hotel nights at the conference rate. State members will estimate the expenses in the application and seek reimbursement through the member portal after the event. Additional reasonable reimbursement requests or any conflicting requests will be reviewed by the NASCA Secretary/Treasurer and NASCA President.