

Mileage for one round trip will be paid to members attending Chapter Conventions and Institutes under the following circumstances:

- Attended ALL sessions of the Convention/Institute unless restrictions by manager/supervisor caused the need to arrive late or leave early, (had to work) or because of a personal emergency-type circumstance. Leaving early for other personal reasons is not acceptable and no payment can be made in these situations.
- A properly completed voucher is submitted to the Treasurer within 10 days of the end of the Convention/Institute.

Members are encouraged to ride-share whenever possible.

Mileage will be paid based on the North Dakota Highway Mileage Chart at the rate of \$.25 per mile for the round trip. The driver may choose any route of travel but mileage payments will be made based on the mileage chart miles.

Rooms will be reimbursed at the current In-state Lodging rate published by OMB.

Note: When a room is shared, an ORIGINAL receipt must be attached to EACH expense voucher. Receipt must show your share of the total room costs. If the individual share is less than the maximum limit stated in the Meals/Lodging section, the member will receive full reimbursement.

Meals/Lodging (when authorized):

Breakfast: In State - \$ 5.00

Lunch: In State - \$ 7.50

Dinner: In State - \$12.50

Lodging: In State – Max \$84.60 plus applicable taxes (10/1/18 – 9/30/19 OMB rates)

Conference Subsidies

When Career Development opportunities are offered to JSND members by the agency to help defray the cost of Convention/Institute registration, the Chapter will offer the same opportunity to non-JSND members. Members requesting the Chapter's assistance will be required to submit their request form to the Conference Planning Committee along with their registration form.

IAWP Code of Ethics

As a member of IAWP, I will . . .

Uphold the standards of my profession;

Search continually for new truths, methods and techniques;

Keep myself fully informed of all developments in workforce systems;

Cooperate with all others in this field in the use of common knowledge;

Accept membership in this association as a personal responsibility;

Dedicate myself actively to discharge these obligations; and

Declare myself to that end.