



**LIFE AND HONORARY MEMBER
CONFERENCE TRAVEL REIMBURSEMENT POLICY**

The National Association of State Procurement Officials, Inc. (NASPO) recognizes the value derived from the continued participation of honorary and life members. This document describes NASPO’s policies regarding reimbursement of life and honorary members’ travel to the NASPO Exchange and Annual Conferences.

Eligibility

Life and honorary members are eligible for reimbursement of travel expenses allowable under NASPO’s Travel Policy. NASPO reimburses such expenses on a five-level sliding scale, based on the member’s participation within the past 12-month period. Qualifying activities and participation levels are defined below. It is the responsibility of the member to track and report qualifying activities to NASPO headquarters.

Qualifying Activities	
Moderating/participating in a panel or making a presentation at a NASPO conference	Each panel or presentation qualifies as one activity
Actively participating (per NASPO Committee Guidelines) on a NASPO committee, task force or work group	Each committee, task force or work group served on qualifies as one activity
Leading or contributing to a NASPO research initiative, resource or paper	Each research project, paper or publication qualifies as one activity
Serving as a strategic partner liaison for NASPO or attending an event as the official NASPO representative	Each liaison role or event qualifies as one activity

Life or Honorary Members Participating in the Exchange Conference as Suppliers

Any life or honorary member who registers individually or through an organization or employer to attend the NASPO Exchange conference as a supplier and intends to participate in one-on-one meetings as a supplier is governed by the NASPO Exchange Code of Conduct. No travel expense reimbursement or registration fee waiver is available. Life or honorary members attending as suppliers must pay the appropriate published registration fee and register in either the supplier or small-business category, as appropriate to their employment status.

Adjustments & Exceptions

This policy is subject to Board-approved funding for member travel expenses to the conference. Adjustments may be made at the Board’s discretion. The NASPO staff is empowered to address any exceptions to this reimbursement policy, based on special circumstances. NASPO may elect to pre-pay lodging and airfare for life and honorary members who earn 100% reimbursement (Level 1 or Level 2) based on qualified participation in NASPO activities upon conference registration. Life and honorary members earning less than 100% reimbursement will not be eligible for any pre-payment benefit.

Participation Levels		
Level 1		
Invited speaker, moderator or panelist for one or more sessions at the conference.	Registration Fee Waived	Same coverage as for state members, subject to NASPO Travel Policy, including coach class airfare, lodging, and other allowable expenses.
Level 2		
Three or more qualified membership activities in the past 12 months.	Registration Fee Waived	Same coverage as for state members, subject to NASPO Travel Policy, including coach class airfare, lodging, and other allowable expenses.
Level 3		
Two qualified membership activities in the past 12 months.	Registration Fee Waived	Reimbursement of 75% of expenses incurred, subject to NASPO Travel Policy, including coach class airfare, lodging, and other allowable expenses.
Level 4		
One qualified membership activity in the past 12 months.	Registration Fee Waived	Reimbursement of 50% of expenses incurred, subject to NASPO Travel Policy, including coach class airfare, lodging, and other allowable expenses.
Level 5		
No qualified membership activity in the past 12 months.	Registration Fee Waived	Reimbursement of 25% of expenses incurred, subject to NASPO Travel Policy, including coach class airfare, lodging, and other allowable expenses.