



## National Association of State Personnel Executives FY27 State Member Travel Agreement Policies

The National Association of State Personnel Executives (NASPE) is pleased to cover meeting-related expenses for one participant from your state to attend one in person meeting during the fiscal year.

As a dues-paying member for FY 2027 (July 1, 2026 – June 30, 2027), your state is entitled to the benefits outlined below for one person to participate in one event per year. Due to the close proximity of the annual meeting and the beginning of most states' fiscal years, it is understood that travel arrangements may need to be made prior to the ability to pay dues in the FY27 fiscal year. It is understood that if dues payments (\$7,500) are not received by September 30, NASPE will ask for reimbursement of meeting expenses incurred.

**NASPE will cover the following expenses:** Airline reservations, 3 nights hotel and registration fee.

### **Travel Policies**

**Airline Reservations** - One coach/economy airline ticket purchased at least 21 days prior to participant's arrival at the NASPE Meeting. The ticket cost will be billed directly to NASPE utilizing NASPE's travel agency, Altour. Participant's name will be forwarded to the travel agency upon receipt of this signed agreement. The participant must contact the travel agency to make your flight reservations. Participants are asked to be mindful of association resources (ticket fare) while scheduling flights that reasonably accommodate their travel schedule. If you are required to use another travel agency for state travel, please let NASPE staff know. Once travel has been secured, you can submit for reimbursement by email any NASPE staff.

**Mileage** – Should the participant prefer to drive rather than fly to the event, NASPE will reimburse at the current IRS mileage reimbursement rate and three nights parking at the hotel. Documentation should be provided using Google Maps or similar indicating mileage from the participant's home or office to and from the conference hotel.

**Hotel** - NASPE will cover a hotel sleeping room and tax for three nights (single/double occupancy) at the negotiated meeting hotel room rate. Participant will be responsible for incidental expenses. The participant must make and secure hotel reservations at the meeting hotel with a personal or business credit card. NASPE will then have three nights' charges of the participant's stay transferred to the NASPE Master Account prior to the meeting.



**Registration Fee for the NASPE Meeting** - NASPE will cover the registration fee for the participant. Upon receipt of this signed agreement, NASPE will forward information to the participant regarding how to register for the meeting.

### **Additional Policies**

**Travel Expenses Not Covered** - NASPE will not reimburse for additional travel expenses, including tips, airport parking or transportation in your home state, mileage, food and beverage, or any other related travel or conference expenses. All such additional travel expenses are the participant's responsibility.

**Failure to Attend** - If after accepting these membership benefits, the participant fails to attend the NASPE meeting, the participant will be responsible for NASPE's actual expenses and penalties incurred by NASPE related to the purchase of airline tickets, hotel room nights, and registration fee. NASPE is understanding of both personal and professional emergencies and will consider individual circumstances when considering if penalties should be assessed.

- **Registration and Hotel:** Registration and hotel may be transferred to another individual with adequate notice. However, if you fail to meet the cancellation window required by the hotel, NASPE could incur at least one night's penalty.
- **Airline Reservation Cancellation:** If the participant makes airline reservations that are non-refundable (typically a less expensive option) and, later, is unable to travel to the NASPE Meeting the participant will often receive a credit that remains in their name. They are expected to utilize this credit for future NASPE travel.

**Airline Change Fees** – Should the participant need to modify airline reservations which results in an additional fee, NASPE may require reimbursement for this change.

**Questions?** Contact Kayla Leslie at [kleslie@csg.org](mailto:kleslie@csg.org) or at 859-244-8008.