

**POLICY OF THE BOARD OF DIRECTORS**  
**NATIONAL ASSOCIATION OF LEGAL ASSISTANTS**

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**LIMITATIONS**  
**STAFF DIRECTIVES**

**Affiliated Associations - Visitations and Expense Reimbursement**

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Title: Affiliated Associations-Visitations and Expense Reimbursement  
Adopted: 10/4/08

The NALA budget contains an expense item entitled "Affiliate Visits" which defines the amount allocated for affiliate visits each year. NALA tries to send a NALA representative in response to each invitation for a speaker. The NALA President works with NALA headquarters in selecting an appropriate representative for each visitation.

The NALA representative will speak about NALA programs and the paralegal profession. or the affiliated association may specify a subject related to NALA programs and the paralegal profession.

In most instances, NALA will reimburse travel and lodging expense for a representative attending an affiliated association visitation. NALA appreciates and gratefully accepts any contribution the affiliated association may make to help defray travel and lodging expense of the NALA representative. This helps our ability to participate in affiliate meetings throughout the United States.

NALA will ask the affiliate for assistance with lodging and travel costs before confirming a speaker in the following instances:

**NALA representative is part of the CLE program.**

If a NALA representative is part of the CLE program of the affiliated association, and the association charges a registration fee of those attending, NALA requests that the affiliated association reimburse travel and lodging expense for the representative.

**A specific representative is requested.**

If the affiliated association is requesting attendance of a specific officer , board member or other representative, NALA may ask for reimbursement of travel cost, or a portion of the travel cost. Generally, NALA will first consider sending a board member who is located close to the meeting location. If the affiliated association asks for a specific officer, such as the NALA President, NALA may ask for help with travel expense particularly if there is a qualified speaker located close by.

**Distribution of NALA material.** There is no cost associated in connection with distribution of NALA information at affiliate meetings, and at meetings that include a speaker about NALA programs. Please allow two weeks for delivery of material – it always helps to order material early. Orders should be sent to NALA Headquarters.

**Anniversary celebrations or special occasions.**

NALA will send representatives to affiliated association events to the best of our ability. At times, there are scheduling conflicts and other issues that do not allow for a personal visit. However, we will participate as we are able and if an affiliated association is holding a special celebration, and a NALA representative is not available, NALA will participate in ways that include sending flowers for a head table, or providing items for attendees. Selection of items depends on the event and availability of items.