

NALA Affiliated Associations – Visitations and Expense Reimbursement Policy

Adopted: 10/04/08; Amended 3/11/17; Amended 5/31/19

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 visit or visitation. NALA may not cover expenses for more than one visit each year to any Affiliate. The NALA President works with NALA in selecting an appropriate representative for each visitation.

The NALA representative will speak about NALA matters such as: membership, CP exam, conference, and NALA education. CLE is not available for speaking requests.

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 may ask the affiliate for assistance with lodging and travel costs before confirming a visit or visitation.

NALA may consider the resources of the Affiliate when considering the request for assistance with travel and lodging costs.

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. Requests should be submitted via the NALA website.

[\(https://nala.org/visit-or-materials-requests/2021/\)](https://nala.org/visit-or-materials-requests/2021/)

Anniversary celebrations or special occasions. When possible, 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 as appropriate.