**Pre-Tours**

It is up to each individual committee to determine if they want to conduct a professional development pre-tour leading up to the AM/PIC. If a committee determines they would like to conduct a professional development pre-tour, it is the **committee’s responsibility** (National Chair and Regional Vice Chairs) to plan and implement the tour. It is **not** the responsibility of the host state. Committees can ask the host state for help in determining possible tour stops. It is encouraged to reach out to those agents in the possible tour counties for suggestions. It is also **not** the responsibility of the host state to help the committee raise funds for any pre-tour.

The following are the policies and procedures for conducting such a professional development tour.

**Tour submissions**

All tours must be approved by the respective council chair, vice president and president. Committees will need to submit the following:

|  |  |  |
| --- | --- | --- |
| Form | Description | Due Date |
| Tentative Agenda  (NACAA #1) | Dates, times and outline of possible tour stops. | Winter Board (December) |
| Tentative Budget  (NACAA #2) | Rough estimates of transportation, meal (if any) and hotel (if any) costs along with estimated sponsorship funds and requested NACAA funds. | Winter Board  (December) |
| The board will approve or disapprove at winter board. Committees will be notified of decision by no later than January 1. | | |
| Finalized Agenda  (NACAA #1) | Specific dates and locations with specific details about what each tour stop will entail. | February 15th |
| Finalized Budget  (NACAA #2) | All revenues and costs of tour. Also to include proposed registration fee. | February 15th. |
| Tour write up with pictures | This will be used in the magazine. | February 15th. |
| Failure to meet deadlines or provide adequate documentation could result in pre-tours not being accepted. | | |

**All expenses** for pre-tours must be paid by one or a combination of the following methods. **Pre-tours may not be approved without a balanced budget proposal.** Budgets should be as comprehensive and complete as possible.

* Sponsorship/Donations – Committees are allowed to obtain sponsorship or donations from companies or individuals as long as said sponsorship/donation does not take away from NACAA or the host state.
* NACAA Committee Funds - Committees are allowed to use all or part of the $1,000 available for each committee to conduct a pre-tour. Remember that each committee has only $1,000 total for all committee activities and no other funds will be provided by the board. Committees are not allowed to transfer or ask for other committees’ funding to help pay for their committee’s activities.
* Fees – Registration fees for the pre-tours are at the discretion of the committee.

Each committee is responsible for determining what will be provided during the pre-tour and what will be at the participant's expense. The following is a list of expenses that should be considered.

* **Transportation** – Each committee will need to determine what type of transportation will be needed. If a bus is used it can be a part of the transportation contract for the AMPIC, but that expense will be paid for through pre-tour revenues. If a bus is not warranted, then other transportation can be obtained. It is **not** the responsibility of the transportation chair, host state or NACAA to assume what a committee may or may not need. It is up to the committee to communicate their needs to the board, host state and transportation chair in a timely manner.
* **Meals** – Meals can be provided during the tour if there are funds to pay for said meals. It is encouraged not to overindulge or eat meals that are overly expensive. A fair guideline is to try and stay within the government per diem guidelines.
* **Alcohol** – Alcohol should not be paid for using funds generated for the pre-tour. Alcohol should be paid for by the individuals on the tour as the alcohol is consumed.
* **Hotels** (Optional) – If the pre-tour has an overnight stay, rooms may be paid for as long as the committee has funds to cover the expense. It is recommended that every effort be made to minimize the number of rooms used. It might be more convenient to have individuals make their own rooming arrangements and pay for them individually. Committees can negotiate a room rate or rooming block. Prior board approval may be needed if a deposit is required.
* **Tour Stop Fees/Stipends** – Payments for tour stops or stipends paid to the tour hosts are at the discretion of the committee if funding has been obtained to cover these costs.
* **Committee Members Expenses** – Committee members (National Chair and Regional Vice Chairs) expenses (registration fee, mileage and/or transportation, meals and hotel) are the responsibility of the committee member and will not be reimbursed with the exception of the National Chair’s transportation to the AMPIC location.

**Payment for Tour Expenses**

Expenses for a pre-tour should be submitted on a separate official reimbursement voucher to the NACAA President. Payment for expenses should be made in the following methods.

* Bus Transportation
  + Buses used with the contracted bus supplier will be paid when the bus contract is settled.
  + Buses or any other transportation not covered by the transportation contract should be paid by the following methods:
    - The committee chair can pay for said transportation expenses and then be reimbursed through the NACAA voucher system.
    - The NACAA credit card can be used only if the President or Treasurer are available to use the card.
  + REMEMBER that the NACAA only has liability insurance. Collision insurance must be part of the rental agreement.
* Meals
  + If a meal is covered as a part of the tour the committee chair or vice chair can pay for the meal and get reimbursed using the NACAA voucher system.
* Tour Stop Stipend/Fees
  + If available, prepayments can be made once the exact number of participants is known.
  + If prepayments are not available, the committee chair can pay the expense and get reimbursed through the NACAA voucher system.

**The NACAA will not be able to send a blank check or the NACAA credit card with the committee to pay for tour expenses.**