

A. Purpose:

The purpose of this policy is to provide guidance for ISSC travel funding:

1. ISSC will pay travel costs for staff travel associated with Conference business.
2. Biennial Meeting
When funding is available, travel assistance for lodging and transportation will be made available for attendance to the ISSC Biennial Meeting as follows:
 - a. Small Conference Grant funding will be distributed as follows:
 - i. First priority shall be Voting delegates holding the following positions in the order of priority below:
 - (a) Executive Board Member
 - (b) Task Force Chairperson
 - (c) Committee Chairperson
 - (d) Committee Member
 - ii. Non-voting members holding the following positions in the order of priority below:
 - (a) Task Force Chairperson
 - (b) Executive Board Member
 - (c) Committee Chairperson
 - (d) Committee Member
 - b. State membership funds not critical to support the ISSC projected budget will be distributed for transportation and lodging travel assistance as follows:
 - i. Transportation and lodging travel assistance will be made available to States for attendance to the ISSC Biennial Meeting.
 - ii. The total amount of State membership funds that will be made available to State agency representatives will not exceed the amount of the State Membership fees paid. This funding limitation applies to both Biennial and Executive Board meetings.
 - c. In cases of hardship or the attendance is critical to the Biennial Meeting, the ISSC will consider providing transportation and lodging travel assistance to other members or participants whose attendance is critical to the Biennial Meeting.
3. ISSC Executive Board Meeting
The ISSC will consider providing transportation and lodging funding to Board Members to attend ISSC Board Meetings as follows:
 - a. The ISSC will distribute State membership funds to ISSC Executive Board Members to attend Board meetings that are not held in conjunction with the Biennial Meeting when the funds are not critical to support the ISSC projected budget as follows:
 - i. Transportation and lodging travel assistance will be made available to States for attendance to the ISSC Executive Board meeting.
 - ii. The total amount of State membership funds that will be made available to State agency representatives will not exceed the amount of the State Membership fees paid. This funding limitation applies to both Biennial and Executive Board meetings.

- b. In cases of hardship or the attendance is critical to the Board meeting, the ISSC will consider providing transportation and lodging travel assistance to Board members or other participants whose attendance is critical to the Board meeting.
- 4. **Other ISSC Sponsored Meetings**
Transportation and lodging travel assistance to attend other ISSC sponsored meetings will be based on funding availability.
- 5. **Other Meeting Requiring ISSC Representation**
Transportation and lodging travel assistance will be made available to ISSC representatives that are requested to attend and represent the ISSC at meetings that are not scheduled by the ISSC.
- 6. ISSC will not provide travel assistance funding to federal employees.
- 7. All requests for transportation and lodging travel assistance will be submitted to the ISSC in writing using an ISSC Travel Assistance form.
- 8. The ISSC Executive Board Chairperson will appoint a three-member Travel Committee to assist the ISSC Executive Director in determining the appropriateness of funding requested travel assistance.