

**Wisconsin FFA Alumni Association**  
**National FFA Alumni Development Conference Reimbursement Policy**

1. The vice president will serve as the official representative of the Association at the National FFA Alumni Development Conference (ADC).
2. The vice president or official alternate Wisconsin FFA Alumni representative to ADC is responsible for presenting the information covered at ADC during the business meeting at the following Wisconsin FFA Alumni Convention. In the event the vice president is not able to attend, a lottery will be held among those Alumni council members who would be able to attend.
3. Reimbursement
  - a. The discounted conference registration provided by the National FFA Alumni will be allocated to the vice president or the official alternate representative.
  - b. Legitimate expenses for travel, not including in-route meals for the vice president/official alternate representative, will be reimbursed by the association up to the limit of funds budgeted for ADC participation, using the existing Expense Reimbursement Policy.
  - c. The balance of funds budgeted for ADC participation, after reimbursement of the official representative is covered, will be equally divided from the remaining funds applied to reimbursement of other active Wisconsin FFA Alumni members who have registered as full participants in the conference.
    - 1) Wisconsin FFA Alumni members that are registered as full participants may apply for reimbursement through existing Expense Reimbursement Policy.
    - 2) The limit of reimbursement will be actual documented travel and lodging but not meals incurred in route to and from the conference or an equal share of the balance of the funds budgeted for ADC participation, which ever is lower.
    - 3) The Association will cover one-half of a double occupancy room per council member. Wisconsin FFA Alumni members who request a single room will be responsible to reimburse the Association for one-half of the cost of the room.
  - d. Wisconsin FFA Alumni members (excluding the current vice president) are limited to qualifying for reimbursement not more than three times. Upon adoption of this policy previous attendance at ADC by council members who received reimbursement will count toward the three time limit.