

**NATIONAL ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS  
IDAHO CHAPTER  
POLICY & PROCEDURES**

POLICY TITLE: NABIP Capitol Conference, Region Meeting and Annual Convention travel policy  
CLASSIFICATION: Meetings  
POLICY NUMBER: 10-05B-MTG  
MOTION: Scott Leavitt  
SECONDED: Martin Martinez  
DATE APPROVED: September 2025  
SUNSET DATE: 2028

**PURPOSE:** To offer financial assistance to NABIP IDAHO Leaders that are asked to attend NABIP meetings, actual incurred costs by member.

**POLICY:** The NABIP IDAHO Leaders will receive financial support to attend and travel to NABIP Capitol Conference, NABIP Region Meeting and NABIP Annual Convention.

**PROCEDURE(S):**

- A. It is recommended that the NABIP IDAHO President, President-elect, Secretary Legislative Chair and Legislative Co-Chair (if any) attend NABIP's Capitol Conference. NABIP IDAHO will reimburse the early bird conference registration, reasonable and customary airfare and conference hotel expenses. Subject to available funds.
- B. It is recommended that the NABIP IDAHO President, President-elect and Secretary attend NABIP's Annual Convention / Regional meeting. NABIP IDAHO will reimburse the early bird conference registration, reasonable and customary airfare and conference hotel expenses. Subject to available funds.
- C. NABIP IDAHO will also budget additional money to assist other NABIP IDAHO leaders to attend NABIP's Capitol Conference and Annual convention / Regional meeting. Subject to available funds.
- D. NABIP IDAHO may also budget additional money to assist other NABIP IDAHO leaders to attend other meetings. NABIP IDAHO will reimburse \$500 for each State board member to attend Annual convention and Capitol conference. NABIP IDAHO will also reimburse \$500 per local chapter for Annual convention and Capitol conference. If the state reimburses a board member, the local chapter does not also receive reimbursement for that same person.
- E. NABIP IDAHO will reimburse up to three \$500 scholarships for first time attendees to both Capitol Conference and National Conference. These will be offered on a first come, first serve basis. Subject to available funds.

**FINANCIAL IMPACT**

**Amount in approved NABIP IDAHO budget**

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Date

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Attested by Secretary