

Tampa Bay Chapter of NIGP

Scholarship Program Policies and Procedures

General Requirements

1. Scholarship Program Policies and Procedures in effect at the time scholarship awards are redeemed will apply.
2. Scholarship points may be used to attend Procurement related classes and webinars, NIGP National Forum, FAPPO Conference, certification prep classes, NIGP/FAU Learning Certificate courses, NIGP online conference (VCon) or other public purchasing related conferences (Event).
3. To be eligible to earn, receive or redeem a scholarship award, recipient must be a member of Chapter, in good standing, membership dues must be paid and be current for the entire period in which points were earned and redeemed. Additionally, scholarships shall not be honored for any unpaid balances (i.e. membership fees, luncheons or advance scholarship payments).
4. In order to receive the full number of scholarship points allowed, Board Members, Committee Chairs, Co-Chairs and all other volunteers must attend all scheduled meetings and carry out the responsibilities of the position to which they have been elected, appointed or volunteered. In the event the member fails to do so, a deduction in the number of points awarded will result. The deduction amount will be determined by the Board and will be proportionate to the non-attendance or neglect of responsibilities that require other members to step in to complete the tasks in a timely manner. The Board, at its discretion, may award those deducted points to the member who takes on the added responsibility.
5. Scholarship awards are contingent upon availability of funds and are subject to approval by the Board. If the dollar value of Scholarship Applications exceeds the allowable budgeted amount scholarships may be partially awarded at the Boards discretion.
6. Members are eligible for one event per calendar year which includes travel and accommodations. Including, but not limited to, NIGP Forum or FAPPO Annual Conference. If a Member's scholarship points exceed the points necessary for one event, Member may request to use the remaining points for locally offered or virtual procurement related training. All points left over after making the selection are forfeited and are not eligible for roll-over.
7. In addition to registration for Conference, members may select hotel and travel from the a la carte menus based upon the number of points awarded.
8. Members may roll earned scholarship points for one year to be combined with the following year's earned scholarship points. Rolled points combined with the current year's points must be used the following year or forfeited. (EXAMPLE: Member elects to roll points earned in 2021. Member earns additional points in 2022. Member must make a selection in February 2022 and use their combined 2021 and 2022 scholarship points during 2022. Any 2021 points not used during 2022 are forfeited). Member may choose to forfeit the previous year's points which were rolled over and roll the current years points to be used for the following year.
9. Previous year's earned points with an approved application to use the points the following year must be used or forfeited. (EXAMPLE: Member earns points in 2021 and makes a selection to use them in 2022. Member does not use them in 2022; therefore the 2021 earned points are forfeited.) Member may make a change during the redeemed year if requested in advance and the new selection's points do not exceed the approved earned points. Deferments are exempt from this requirement, However, Deferments must be used withing the specified timeline designated by the Board.
10. Scholarships or points earned by a member are not transferrable to another member and may not be exchanged or postponed excluding approved roll-overs or Deferments approved by the Board.
11. When making arrangements to attend an Event through the scholarship program, members should seek the most economical options in order to preserve the Chapter's available funds for future scholarships and activities. At the Board's sole discretion, expenses may not be fully reimbursable if determined to be excessive as compared with average comparable expenses.
12. The value of each type of scholarship is based on the current approximation of costs and is subject to change based upon any fluctuations in market conditions or changes in actual costs.
13. At the Board's discretion, and as required, changes may be made and additional criteria may be added to further clarify these Policies and Procedures for each year's Scholarship Program.
14. Members may bring their spouse, family, or friends to Events; however, all additional charges incurred are the responsibility of the member.
15. Member can only receive points for one volunteer position per event, unless otherwise approved by the Board.

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Scholarship Application

Members who have earned scholarship points during the current year, or have points approved for roll-over from the previous year, must complete a current Scholarship Application and make a selection before the deadline or all scholarship points earned will be forfeited. Applications must be submitted to the current Vice President for review Board approval.

Event and Travel Arrangements

1. The Chapter Treasurer will submit all Chapter Scholarship awardee Forum registrations as a group and make payment on behalf of the awarded members.

Similarly for members who have been awarded a scholarship for the FAPPO Annual Spring Conference must submit a completed FAPPO Delegate Registration Form to the Chapter Treasurer at least thirty (30) days prior to the deadline established by FAPPO for "Early Bird" registration. The Chapter Treasurer will submit all Chapter Scholarship awardee Spring Conference registrations as a group and make payment on behalf of the awarded members.

All other conference registration fees will be paid by the scholarship recipient or their agency and be processed as a reimbursement following the conference.

2. If applicable, members who have been awarded a scholarship for NIGP Forum Hotel must advise the hotel dates to the Chapter Treasurer within thirty (30) days of award notification. The Chapter Treasurer will make reservations and payment on behalf of the member for the number of nights awarded at the host hotel. Member may be responsible in making additional, unawarded hotel night(s) reservation directly with the host hotel.
3. Members are responsible for making their own travel reservations, including air travel.

Allowable Reimbursements

1. Reimbursement shall be for actual, allowable costs incurred up to the maximum allowed. All costs incurred by the member in excess of the actual, allowable costs, will be the responsibility of the member. If, due to bonuses, discounts, changes in fees, honorariums or other reasons, the actual cost to attend Event is less than the scholarship award amount, only actual, allowable costs incurred shall be reimbursed.
2. Scholarship hotel reimbursement is approved for up to the maximum nights allowed and includes all applicable taxes. Any additional fees, including but not limited to, room upgrades, additional guests, additional nights, internet, phone, laundry services, tips, amenities, room service, and any other charges, are the

responsibility of the member. Hotel is reimbursable only if Event is more than 50 miles from member's Agency. Maximum night(s) allowed shall be at the Boards discretion.

3. Scholarship airfare reimbursement for Out-of-State Conferences only is based upon Coach/Economy class rates including applicable taxes and shall not exceed the maximum scholarship approved each year by the Board.
4. Any additional air travel costs, including but not limited to, early check-in, reserved seating, seating upgrades, checked baggage, on-flight meals or snacks, airport parking, airport/hotel/airport transportation, tips, etc., is the responsibility of the member.
5. In lieu of airfare to Out-of-State Conferences, round trip alternate transportation is allowable if pre-approved by the Board sixty (60) days prior to start of travel. Maximum reimbursable amount for alternate transportation shall be based upon the average air fare reimbursements cost. Receipts for alternate travel are required.

Vehicle reimbursement is based on the current State of Florida reimbursement rate. Mileage is in lieu of fuel costs or any other costs associated with the use of vehicles, but not limited to, tolls and parking fees. Mileage within the host city (and surrounding areas) after arrival and prior to departure is the responsibility of the member.

6. For in-state vehicle travel, mileage from the member's entity to the host hotel and back to the entity (one round trip per Event) is reimbursable, not to exceed 400 miles roundtrip. Mileage is based on the current State or GSA reimbursement rate multiplied by the number of miles according to Google or Yahoo Maps. Mileage is in lieu of fuel costs or any other costs associated with the use of a vehicle including, but not limited, to tolls. Mileage within the host city (and surrounding areas) after arrival and prior to departure are the responsibility of the member. If both valet and non-valet parking are offered by the host hotel, reimbursement will be made for up to the amount charged by the hotel for non-valet parking.
7. Transportation by vehicle shared by a group of members will only be reimbursed to the driver. Costs for travel utilizing member's agency vehicle is the responsibility of the agency.
8. Any extra fees, including but not limited to, travel, hotel or Event reservation changes or higher fees due to late reservations are not allowable reimbursements.

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Reimbursement Request

1. Members must submit a completed Professional Development Scholarship Reimbursement Request available on the Chapter website along with all required documentation, receipts and proof of attendance, completion of online courses, or successful passing of test, to receive reimbursement for Event registration fees, travel or hotel costs. Reimbursement Forms must be submitted to the current Vice President for review and submission to the Board for approval.
2. As part of the Scholarship Reimbursement Form, the Member and their Manager/Supervisor must sign the Form stating whether the individual or the agency paid for the expenses and which will receive the reimbursement being requested.
3. Member shall deduct any portion of the reimbursable costs paid by their entity on the Reimbursement Form before submittal. Failure to include these ancillary payments may disqualify the member from receiving scholarship awards in the future.
4. Reimbursement forms should be submitted within sixty (60) days after the last day of the Event. Members may request reimbursement for Forum airfare in advance. Please allow up to four (4) weeks for processing.
5. In the event a member is unable to attend the Event, all fees paid or advanced by the Chapter shall be refunded by the member to the Chapter's Treasurer within thirty (30) days after the Event unless otherwise approved by the Board. Failure to return fees paid or advanced may disqualify member from receiving future scholarship awards.

Retirees

1. Retirees, as defined in the Chapter Bylaws, may not receive scholarship points.

Certifications and Re-Certifications

1. Members must be an active member of the Chapter in good standing for two (2) consecutive years prior to testing and pass in order to be eligible for reimbursement.
2. For certification test/re-test reimbursement, member must pass test within calendar year scholarship award is made.
3. Member must have earned a minimum of 100 scholarship points in the previous year in order to be eligible for reimbursement for Re-Certification.
4. Members submit to the Chapter Treasurer for full reimbursement of the NIGP-CPP, CPPB and CPPO certification application fee and testing fee, if passed.

Force Majeure

1. Due to a force majeure, act beyond the Board's control, or unforeseen circumstances, the Board reserves the right, at its sole discretion, to adjust scholarships and the use of awarded scholarships accordingly.