

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 NIGP classes and webinars, State of Florida training and certification program classes for Florida public purchasing professionals, 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, TBAC 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, scholarship awards may be based by any impartial manner deemed appropriate by the Board.
6. Members are eligible for one event per calendar year which includes travel and accommodations. For example, 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 procurement related training.
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. All points left over after making the Conference and/or Event selection are forfeited and are not eligible for roll-over.
9. 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 2019. Member earns additional points in 2020. Member must make a selection in January 2021 and use their combined 2019 and 2020 scholarship points during 2021. Any 2019 points not used during 2021 are forfeited).
10. Previous year's earned points with an approved application to use the points the next year must be used or forfeited. (EXAMPLE: Member earns points in 2019 and makes a selection to use them in 2021. Member does not use them in 2021; therefore the 2019 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.
11. Scholarships or points earned by a member are not transferrable to another member and may not be exchanged or postponed excluding approved roll-overs.
12. 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.
13. 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.
14. The goal of the Scholarship Program is to afford as many members as possible the opportunity to receive training and continue their professional development. Therefore, members who have earned the maximum number of points required to attend any of the listed Events should allow other members, who are still working towards their scholarship points goal, the first right of refusal for volunteering for any remaining Chapter events for that year.
15. 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.
16. Members may bring their spouse, family, or friends to Events; however, all additional charges incurred are the responsibility of the member.
17. Member can only receive points for one volunteer position per event.
18. For certification test/re-test reimbursement, member must pass test within calendar year scholarship award is made.

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Scholarship Application

Members who have earned scholarship points during the current year, or have points approved for rolled 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, along with supporting documentation, must be submitted to the current Vice President for review and submittal to the Board for approval.

Event and Travel Arrangements

1. If applicable, members who have been awarded a scholarship for NIGP Forum Registration must submit a completed NIGP Forum "Early Bird" Registration Form to the Chapter Treasurer at least 30 days prior to the deadline established by NIGP for "Early Bird" registration. The Chapter Treasurer will submit all TBAC 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 30 days prior to the deadline established by FAPPO for "Early Bird" registration. The Chapter Treasurer will submit all TBAC 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 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 is 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 85 miles from member's Agency. Maximum night(s) allowed are 1 night for each official educational day of the Event. For example, 1 day conf =1 night, 2 day class =2 night, 3 day conf =3 nights (does not include days solely dedicated for social activities).

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 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 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

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to late reservations are not allowable reimbursements.

Reimbursement Request

1. Members must submit a completed Professional Development Scholarship Reimbursement Request (available for download on the Chapter Website > Documents and Files > Professional Development) 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 that their agency did not pay any part of the expenses reimbursement is 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 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 TBAC shall be refunded by the member to the TBAC Treasurer within 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 receive and redeem scholarship points earned for a period of two years after retirement. Retirees may not receive or redeem scholarship points after the two-year period.
2. Retirees may redeem scholarship points for any of the scholarship opportunities provided on the Scholarship Application, however if the Retiree qualifies for a Full Forum Registration scholarship from the Chapter AND are eligible for Conference Only registration from NIGP as a Retiree, the Retiree must use their Conference Only registration award from NIGP for registering to attend Forum.
3. Retirees who qualify for a Full Forum Registration scholarship are eligible to receive reimbursement from the Chapter for all official Forum events included in the Complete Ticket Package.
4. Retirees will be solely responsible for submitting the official NIGP Complete Ticket Package application form and making payment to NIGP.

5. Reimbursement requests for the Complete Ticket Package may be made in advance of Forum and will be paid directly to the Retiree.

Certifications and Re-Certifications

1. Members submit to the Chapter Treasurer for full reimbursement of the CPPB and CPPO certification application fee and testing fee, if passed.
2. Members must have been an active member of the Chapter for a two (2) consecutive years prior to testing.

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.