



03 November 2014

INSTITUTIONAL ADVISORY NO. 19
Series of 2014

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : **Attendance to the 2015 National Rural Electric Cooperatives Association (NRECA) Annual Meeting**

In connection with the National Rural Electric Cooperatives Association (NRECA) Annual Meeting on February 22 – 26, 2015 to be held in Orlando, Florida, United States of America, please be informed of the following guidelines to be observed for the attendance to the annual meeting:

1. Only Triple A (AAA) ECs with positive financial standing as of the 4th quarter of 2014, and with only (1) representative, can avail of the travel at coop expense. Participation shall be authorized by an appropriate Board Resolution.
2. Expenses to be borne by the EC shall be limited to the following items:
 - a. Economy round trip plane fare – Manila-Florida-Manila;
 - b. Meals and incidental expenses not exceeding \$60.00 per day;
 - c. Representation allowance of \$150 for the entire duration;
 - d. Philippine Night Contribution of \$150;
 - e. Hotel accommodations of up to \$100.00/day; and
 - f. NRECA Convention Registration Fee of \$ 130.00
3. The maximum duration of the trip shall be ten (10) days, inclusive of the NRECA meeting date from February 22-26, 2015. All expenses will be subject to the coop's usual accounting and auditing rules and regulations.
4. For those who are attending at their own expense, no appropriation nor cash advance to cover such trip shall be allowed to come from the EC.

5. The General Manager will be made liable for any disbursement outside of these approved guidelines.
6. Official attendees to this activity are enjoined to render a participation report to their cooperative to ensure that the value of their attendance is properly appreciated/recorded.

Please be reminded to exercise prudence and sound discretion on such expenses considering the present financial constraints we are all faced with.


EDGARDO R. PIAMONTE
Deputy Administrator
Electric Distribution Utilities Services

Noted by:


EDITA S. BUENO
Administrator

NATIONAL ELECTRIFICATION ADMINISTRATION
Office of the Administrator



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