



21 October 2015

INSTITUTIONAL ADVISORY NO. 24
Series of 2015

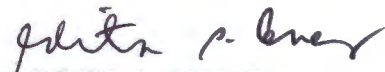
TO : ALL ELECTRIC COOPERATIVES (ECs)
SUBJECT : Attendance to the 2016 National Rural Electric Cooperatives Association (NRECA) Annual Meeting

In response to the invitation of the National Rural Electric Cooperatives Association (NRECA) to attend the 2016 NRECA Annual Meeting to be held in New Orleans, Louisiana, U.S.A. on February 14-18, 2016, please be informed of the following guidelines to be observed:

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 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-Louisiana-Manila;
 - b. Meals and incidental expenses not exceeding \$60.00 per day;
 - c. Representation allowance of \$150.00 for the entire duration;
 - d. Philippine Night Contribution of \$150.00
 - 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 14-18, 2016. 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.


EDITA S. BUENO
Administrator



NFA-DA222351 *sl*
10/26/15