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INSTITUTIONAL ADVISORY NO. 60

Series of 2023

TO : All ELECTRIC COOPERATIVES (ECs)

**SUBJECT : GUIDELINES ON THE ATTENDANCE
TO THE 2024 NRECA POWERXCHANGE**

In accordance with NEA's existing policy, rules and regulations on foreign travel, all ECS are enjoined to observe the following guidelines on the attendance to the **2024 National Rural Electric Cooperative Association (NRECA) Power) (change at San Antonio, Texas, U.S.A on March 3-7, 2024:**

1. Only one (1) Board Member, General Manager and Project Supervisor of Triple A (AAA) ECS with a positive financial standing as of 31 October 2023 may avail of the travel at the coop's expense.
2. Expenses to be borne by the EC shall be limited to the following items:
 - a. Economy roundtrip plane fare: Manila-Texas-Manila;
 - b. Hotel accommodation expense of up to \$150.00 per day;
 - c. Meals and incidental expenses not exceeding \$100.00 per day;
 - d. Representation allowance of \$180.00 for the entire duration,
 - e. Filipino Night Contribution of \$150.00; and
 - f. NRECA Conference Registration Fee of \$165.00.
3. The maximum duration of the trip shall be ten (10) days, inclusive of the travel time and actual duration of the conference from March 3-7, 2024.
4. All expenses shall be subjected to the coop's usual accounting and auditing rules and regulations.
5. For those who are attending at their own expense, no appropriation or cash advance to cover such trip shall be allowed from the EC. However, they should be on official travel during the duration of the event only.

6. The General Manager or the highest-ranking official of the EC shall be held liable for any disbursement outside of these approved guidelines.
7. Official attendees to this activity are enjoined to render a participation report to their EC to ensure that the value of their attendance is properly appreciated/recorded. They are likewise required to submit to NEA a Terminal Report, which includes the participant's recommendation and proposed activities in relation to the outcome of the conference and learnings from the activity.
8. Participation must be authorized by a board resolution, subject to NEA's approval.

The ECs are reminded to exercise prudence and sound discretion with official travel expenses.


ANTONIO MARIANO C. ALMEDA
Administrator

