Procedure Category: **Financial**

Procedure Title: **FLS Financial Procedure for Enos Conference Scholarship**

Effective Date: August 2, 2019

Responsibility for Implementation and Compliance: **FLS Treasurer; Coordinator for FLS Scholarships**

Approved by the FLS Board on: October 2, 2019

**Statement of Purpose:**

The FLS Randall Enos Conference Scholarship will pay a maximum of $750 toward the expenses to attend the NYLA Annual Conference. Reimbursements may include conference registration, tickets for various meal functions, lodging, and travel. The recipient will also be entitled to attend at no charge a half day pre-conference continuing education seminar sponsored by FLS. After deducting the conference registration fee, the recipient may apply the balance of the award toward other out-of-pocket expenses. If registration and lodging on NYLA’s Master Bill exceeds $750, FLS will bill the recipient for the balance.

This procedure covers steps for conference registration, lodging needs, and completion and submission of NYLA’s Request for Reimbursement (RR) forms, including review by the Coordinator of FLS Scholarships with the scholarship recipients prior to the submission of the RRs to the FLS Treasurer. This procedure also indicates steps to be taken by the Section Treasurer to ensure direct payments to NYLA for scholarship costs.

**Procedure for Registration for NYLA Annual Conference**

The scholarship recipients should be encouraged to register by NYLA’s Early Bird deadline in order to maximize scholarship monies and to increase the chances of the recipients being able to attend the ticketed functions they select.

1. The Coordinator for FLS Scholarships will notify the conference registrar (NYLA’s Director of Membership Services and CC: NYLA’s Executive Director) of the full names and contact information of the scholarship recipient(s) shortly after they have been selected and approved by the FLS Board. The NYLA office staff can
then get this information into their tracking system and it will help them verify that these individuals are due a waiver of their conference registration costs.

2. When the scholarship recipients register, they need to indicate a waiver of registration fees as follows: (a) under Billing Option, please select “other person” from the drop-down menu where asked to “indicate who will be paying for the order;” (b) under Payment Method, please select “Send a check” from the drop-down menu where asked how the order will be paid. *(The recipient does not send a check; FLS will make the payment.)*; (c) in the Notes field, please state “Recipient of the FLS Randall Enos Conference Scholarship.” This note field is also used to indicate any special dietary restrictions or other accommodations needed. This course of action allows the recipients to register without any upfront payments for the conference registration, meal tickets, etc. or waiting for reimbursement after the conference.

3. If the person has previously registered for the conference (i.e., he/she was going to attend anyway, regardless of the outcome of the scholarship decision), the receipt from NYLA showing the paid registration fee must be submitted in order for the scholarship recipient to be reimbursed. If the person did not choose to sign up for the FLS pre-conference C.E. workshop, it can be added after the fact. Again, in the registration Notes Field, the recipient would note that they are the “Recipient of the FLS Randall Enos Conference Scholarship.”

**Procedure for Lodging for Scholarship Recipients**

1. The Coordinator for FLS Scholarships will supply the recipients with a “Lodging Request Form FLS Scholarship Recipient” to share their plans for lodging. The request form is returned to the Coordinator.

2. If the recipients intend to stay at the NYLA headquarters hotel, the Coordinator will complete an online Speaker's Lodging Request form for each recipient with the assistance of the FLS Conference Curator. The form needs to indicate that the person is a recipient of the FLS Randall Enos Conference Scholarship. The forms are submitted to the NYLA Executive Director no later than August 30. This action will avoid sales tax being paid on the room fee. FLS will receive a chargeback from NYLA for the lodging costs after the conference.

3. The recipients will be notified directly of the room confirmation via e-mail. Questions about lodging should be directed to the Coordinator who will verify answers with the NYLA Executive Director about this arrangement.

4. At check-in, the recipient needs to inform the hotel staff that the room is part of NYLA’s Master Bill. The hotel will still ask for a major credit card to cover any
incidentals that FLS/NYLA will not pay (e.g., honor bar, room service, movie rental, telephone charges).

**Procedure for NYLA Payments and Reimbursements to Scholarship Recipients**

1. The FLS Treasurer submits a standard Request for Reimbursement (RR) form to transfer funds to NYLA to cover the recipients’ registration fees, charges for FLS continuing education workshop at the pre-conference, and any other costs (e.g., meal tickets outside of the cost of a registration package) incurred through the NYLA online registration system. The timing of this RR should be around September 15, after the early bird registration closes on September 1.

2. Applicants must submit receipts for out-of-pocket expenses to the Coordinator for FLS Scholarships within 30 days after the conference.

3. The RR completed by the Scholarship Coordinator is submitted separately, after the conference, with payment going directly to the individual. The Coordinator, not the scholarship recipient, completes the RR from the receipts provided by the scholarship recipient. The following items are eligible: transportation (i.e., roundtrip mileage, tolls), lodging, and meals (no alcohol). The maximum amount of reimbursement is $750 less the conference registration costs (see #1 above) and lodging (see above).

4. The Coordinator countersigns the form under “Committee Chair” and sends the RR (with receipts attached) to the Section President.

5. The Section President signs and submits the RR and receipts to the Section Treasurer.

6. The Section Treasurer signs and submits the RR and receipts to the NYLA Accounting Director.