



05 September 2018

INSTITUTIONAL ADVISORY NO. 33
Series of 2018

T O : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : Attendance to the 2019 National Rural Electric Cooperative Association (NRECA) Annual Meeting

In response to the invitation of the National Rural Electric Cooperative Association (NRECA) to attend the 2019 NRECA Annual Meeting to be held in Orlando, Florida, USA, on March 10 to 15, 2019, please be informed of the following guidelines to be observed:

1. Only Triple A ECs with positive financial standing as of the 4th quarter of 2017, and only the Board President and General Manager can avail of the travel at the coop's expense. Participation shall be authorized by an appropriate Board Resolution, subject to express approval by NEA.
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 entire duration;
 - d. Philippine Night Contribution of \$150.00;
 - e. Hotel accommodations of up to \$100/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 March 10 – 15, 2019. All expenses will be subjected to the coop's usual accounting and auditing rules and regulations.
4. For those who are attending at their own expense, no appropriation or 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 and likewise, they are required to submit to NEA a Terminal Report which includes the participant's recommendations and proposed potential application/activities to the electric cooperative emanating from the results of the said conference.

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


EDGARDO R. MASONGSONG
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



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