

V. Nutrition Services and Administration

5.1.050 Line Item: Conference and Training

Authority 2008 7 CFR 246.14(c)

Issued 01/1981

Revised 10/2009

POLICY: The local agency (LA) shall budget and bill all non-personnel costs for approved conferences and trainings on the conference and training line item.

Personnel costs associated with conference and training shall be shown in the line items for personnel compensation and benefits.

Nutrition contractor costs associated with conference and training shall be shown in the line item for contract services.

PROCEDURES:

- A. Conference and training operational costs may be budgeted and billed for:
1. The WIC Conference. Specific costs projected for the WIC Conference will be included with the materials sent for the local agency plan (LAP).
 2. Other approved non-WIC training programs.
 3. WIC trainings and in-services.
 4. Approval from appropriate member of the state WIC staff, dependent on job function of trainee, i.e. nutrition training not originally submitted in the LAP.
- B. Allowable costs under this line item include any of the following:
1. Travel.
 2. Lodging if greater than 50 miles or more from the official LA main office.
 3. Meals except for training conducted within an agency for their staff.
 4. Registration fees.
- C. Documentation of costs and expenditures must be retained as follows:
1. Receipts for:
 - a. Lodging.
 - b. Registration fees.
 - c. Travel other than by automobile.
 2. An expense sheet or comparable record, signed by the employee, for both:
 - a. Meals.
 - b. Mileage.

Note: Mileage shall be reimbursed at the lower of the current IRS rate for mileage reimbursement or the mileage reimbursement rate set by the LA's internal policy.

3. Agency direct payment of employee expenses or reimbursement to the employee.
- D. Nutrition education costs are allowable on this line item:
1. For any individual responsible for any percentage of nutrition education.
 2. At 100% of the costs.