

NALA Affiliated Associations – Visitations and Expense Reimbursement Policy

Adopted: 10/04/08; Amended 3/11/17

The NALA budget contains an expense item entitled “Affiliate Visits” which defines the amount allocated for affiliate visits each year. NALA tries to send a NALA representative in response to each invitation for a visit or visitation. NALA may not cover expenses for more than one visit each year to any Affiliate. The NALA President works with NALA headquarters in selecting an appropriate representative for each visitation.

The NALA representative will speak about NALA programs and the paralegal profession, or the affiliated association may specify a subject related to NALA programs and the paralegal profession.

In most instances, NALA will reimburse travel and lodging expense for a representative attending an affiliated association visitation. NALA appreciates and gratefully accepts any contribution the affiliated association may make to help defray travel and lodging expense of the NALA representative. This helps our ability to participate in affiliate meetings throughout the United States.

NALA may ask the affiliate for assistance with lodging and travel costs before confirming a visit or visitation.

NALA may consider the resources of the Affiliate when considering the request for assistance with travel and lodging costs.

Distribution of NALA material. There is no cost associated in connection with distribution of NALA information at affiliate meetings, and at meetings that include a speaker about NALA programs. Please allow two weeks for delivery of material – it always helps to order material early. Orders should be sent to NALA Headquarters.

Anniversary celebrations or special occasions. NALA will send representatives to affiliated association events to the best of our ability. At times, there are scheduling conflicts and other issues that do not allow for a personal visit. However, we will participate as we are able and if an affiliated association is holding a special celebration, and a NALA representative is not available, NALA will participate in ways that include sending flowers for a head table or providing items such as NALA bags or coffee mugs for attendees. Selection of the item depends on the event and availability of items.