

E-Regulation 2009

Authorization to Use NAIC/NIPR Travel Funds or Zone Funds

NAME: _____

STATE: _____

ATTENDEE E-MAIL ADDRESS: _____

ATTENDEE PHONE: _____

NAIC FUNDED REGULATOR TRACK – please select one:

- _____ Company Licensing (NAIC Funding)
- _____ Information Technology (NAIC Funding)
- _____ Market Regulation (NAIC Funding)
- _____ Rate and Form Filing (NAIC Funding)
- _____ Producer Licensing (NIPR Funding)

NOTE: Each state may have only one funded regulator for each track, which a maximum of 4 positions for each state. In order to qualify for all 4 funded regulator positions, one *must* be for producer licensing and one *must* be for rate and form filing.

ZONE OR GRANT FUNDING:

Only select this funding alternative if you are not applying for one of the Funded Regulator positions above and wish to apply state-specific zone/grant funds to offset the costs of attendance. Please select which track you will be attending below.

- _____ *Company Licensing (NAIC Funding)*
- _____ *Information Technology (NAIC Funding)*
- _____ *Market Analysis (NAIC Funding)*
- _____ *Rate and Form Filing (NAIC Funding)*
- _____ *Producer Licensing (NIPR Funding)*

By signing below, you agree that the NAIC/NIPR will cover the following expenses or that zone funds will cover the following expenses:

- Conference registration
- Airfare – for Funded Regulator positions, airfare must be booked through NAIC's travel agency
- Hotel – for Funded Regulator positions, hotel accommodations must be booked by NAIC staff

By signing below, you agree that the NAIC/NIPR will reimburse only the following expenses according to NAIC/NIPR guidelines and that **receipts are required** for all expenses except mileage:

- Airport parking in home city or hotel parking *if* the attendee drives to the conference as opposed to flying (**receipts required**)
- Mileage to and from the airport in home city or reasonable mileage reimbursement for individuals driving to the conference (driving must be less costly than airfare)
- Shuttle service to and from the airport (**receipts required**)
- Meals throughout the conference with following qualifications:
 - If the meal is provided as a part of the conference program (breakfasts, lunches and scheduled dinners), no other reimbursement is permitted.
 - In confirmation notices for attendees, NAIC will provide expense guidelines for meal reimbursement limits.
 - All meal reimbursements **require** receipts be submitted. The NAIC/NIPR does not operate on a per diem basis.

(Signature of Authorizing Party – must be Commissioner, Director, Administration or Superintendent – or Deputy/Assistant thereof)

(Title)

(Date)

This form should be faxed to the NAIC, attention Brandon Smith at 816-460-7520. Once the form has been verified, the attendee will receive a confirmation letter with instructions for registering online. This confirmation will also outline the procedures on how to reserve your airline reservation.

Additional information for the conference is located at: <http://www.naic.org/ereg/>.