

PIRT Policies

Types of Registrations & Fees

1. Due to federal funding requirements, PIRT defines registration types and associated fees as:
 - a. *State/Territory/Tribal Participant*: Includes course registration, participant travel, lodging, provided meals, and per diem.
 - i. There is no registration fee for State, Territory, and Tribal Participants.
 - ii. Upon acceptance into a course, participants are expected to attend the course in its entirety.
 - b. *EPA Participant*: Because of our cooperative agreement with the EPA, we are unable to pay for federal attendee participation. Includes cost of meals provided as a part of the PIRT classroom and course materials. Federal attendees are responsible for their own travel, lodging, and food outside of the PIRT classroom.
 - i. There is a registration fee for EPA participants. Federal attendees will receive a separate email with course registration cost and payment options; payment must be received before the start of a course.
 - ii. Upon acceptance into a course, participants are expected to attend the course in its entirety.
 - c. *EPA Invited Speaker*: Includes cost of meals provided as a part of the PIRT classroom and course materials. Federal attendees are responsible for their own travel, lodging, and food outside of the PIRT classroom.
 - i. There is no registration fee for EPA Invited Speakers.
 - d. *Invited Speaker*: For non-federal speakers only; includes course registration, participant travel, lodging, provided meals and per diem.
 - i. There is no registration fee for Invited Speakers.

Travel & Cancellation

1. PIRT pays directly for or reimburses the following for non-federal attendees: airfare, lodging, per diem, mileage for personal vehicles, baggage fees, parking fees, shuttle fees, toll road expenses, and any other cost that has been preapproved by the PIRT Team.
 - a. Lodging at the host hotel will be reserved and paid for each night of required travel dates by the PIRT team.
 - i. If you would like accommodation that exceeds the amount identified by the PIRT team, you must contact the PIRT team as soon as possible to discuss your options. Additional costs are the responsibility of the attendee or attendee's agency.
 - ii. Attendees will be required to provide their own card for incidentals.

- b. Flights will be booked by participants via the provided book tool and paid for by the PIRT team. Selections should be made based on the most economical flight into and out of your regional airport.
 - i. Attendees will be provided with a link to book their own flight via NASDA's travel booking tool after their registration has been approved.
 - ii. Options within the tool are limited based on benchmark fares. Fares generally include one carry-on and may or may not include seat selection. If you require additional checked baggage or ADA accommodations, please contact the PIRT team to discuss your options.
 - iii. If you would like a flight that exceeds the training duration or would like to travel with a companion, please contact the PIRT team as soon as possible to discuss your options.
 - iv. Additional costs associated with any selections not previously approved by the PIRT team are the responsibility of the attendee.
 - v. If attendees would prefer to drive, personal vehicle mileage will not be reimbursed beyond the cost of airfare.
 - c. Transportation from the hotel to the classroom location will be provided (if applicable) by the PIRT team.
 - d. Participants are responsible for arranging and paying for ground transportation to/from each airport, unless arrangements have been made in advance by the PIRT team. These costs, along with food outside the PIRT classroom, will be reimbursed post course with receipts.
 - i. Ground transportation costs outside of classroom requirements are the full responsibility of attendees unless you have communicated necessary accommodations to the PIRT team in advance.
2. By completing the registration form, you are committing to attending the course. If unable to attend, attendees must provide notice to the PIRT Team via email at (tricia.wancko@nasda.org).
- a. If the attendee provides notice after participant travel has been booked, any costs incurred for attendee's participation that are unable to be cancelled and or refunded to NASDA PIRT are the responsibility of the attendee or the attendee's agency. These costs may include flight, lodging, and any other costs associated with course participation. Extenuating circumstances will be reviewed by the PIRT team on a case-by-case basis.

Reimbursement

1. PIRT reimburses non-federal attendee per diem at GSA approved rates for the area in which the training was hosted. Reimbursements may be payable to individuals or state agencies.
 - a. PIRT distinguishes between travel days and course days and covers breakfast, lunch, dinner, and incidentals, subtracting any meals provided as part of the course from the per diem rate. Attendees will receive communication regarding rates specific to the course upon acceptance.
2. Receipts must be provided for airfare, lodging, baggage fees, parking fees, shuttle fees, toll road expenses, and any other cost that has been approved by the PIRT Team.
3. PIRT reimburses attendee personal vehicle mileage at the current GSA rate. PIRT does not reimburse mileage for agency-issued vehicles.
4. Non-federal attendee agencies must honor the reimbursement rates listed above.
 - a. If an attendee's agency cannot honor these reimbursement rates, they must request agency reimbursement and send the PIRT an invoice for attendee expenses. This invoice must include an itemized list of expenses listed on the attendee's post-trip form. This invoice must include the per-dem and mileage rates the attendee's agency honors.

PIRT/NASDA Code of Conduct

As a condition of attendance of any PIRT training or event attendees in their capacity as a representative of their state agency, agree to conduct themselves professionally and adhere to the PIRT Code of

Conduct. The National Association of State Departments of Agriculture (NASDA) expects adherence to the highest level of professional and ethical behavior and is committed to providing meetings and events free from harassment.

Expected Conduct

The following behaviors are expected and requested of all PIRT Attendees:

1. Behaving in a courteous and professional manner.
2. Treating all participants with respect, dignity, and consideration, in the spirit of valuing a diversity of views and opinions.
3. Being considerate, respectful, and collaborative in communication and actions.
4. Respecting the rules, policies, and property of PIRT and its contracted facilities and vendors.
5. Complying with the directions of the PIRT team and all applicable laws and regulations.
6. Reporting suspected inappropriate behavior directed at yourself or others.

Prohibited Conduct

Violations of this Code include, but are not limited to, the following:

1. Conducting oneself in a manner that is unruly, disruptive, or unprofessional, or that endangers the health or safety of yourself or others, including actual or threatened use of physical force, deliberate intimidation, threatening, or following, and possession of prohibited items.
2. Discriminatory conduct based on race, gender, gender identity or expression, age, sex, sexual orientation, disability, national origin, ethnicity, political affiliation, religion, marital status, veteran status, or any other characteristic protected by applicable law.
3. Harassment, meaning unwelcome or offensive verbal comments, visual displays, or physical contact directed at any participant, including conduct, comments or images that a person would reasonably find offensive.
4. Sexual harassment, meaning unwelcome, unsolicited, and unreciprocated sexual advances, requests for sexual favors, and other physical conduct, comments, or gestures of a sexual nature that has or that might reasonably be expected to be perceived to offend, humiliate, or intimidate another person.
5. Destruction, theft, dismantlement, defacement, abuse or intentional misuse of PIRT contracted venues, property, equipment, signage or supplies.
6. Retaliation or threat of retaliation against participants for reporting activity believed to be in violation of this Code and falsely reporting violations of this Code in bad faith.

Reporting Unacceptable Behavior & Consequences of Prohibited Conduct

Violations of this Code are taken seriously and NASDA has a zero-tolerance policy regarding prohibited conduct. Please promptly report any concerns about inappropriate conduct to the PIRT team.

Participants asked to stop any inappropriate conduct are expected to comply immediately. The PIRT team will determine the nature of the Participant's conduct that warrants corrective action as well as the corrective action to be taken.