ASTSWMO Membership

• State waste programs
Organization

REGIONAL REPRESENTATION
PERMANENT BODIES
TEMPORARY BODIES
STRUCTURE
Regional Representatives are nominated by the States in their region and must be approved by the Board of Directors. Representatives serve three year terms. They help ASTSWMO and their constituent States share information and assistance.
Funding

COOPERATIVE AGREEMENTS
STATE FEE ASSESSMENTS
Funding

- Cooperative Agreements fund 90% of ASTSWMO’s operational costs
  - ORCR
  - OBLR
  - OSRTI
  - OEM
  - UST
  - LUST
  - FFRRO
State Fee Assessments

State fee assessments, which are based on population, fund 10% of ASTSWMO’s operational costs.

- Lobbying
- Receptions
- Board of Directors
Governing Documents

BY-LAWS
MEMBERS IN ACTION
STRATEGIC PLAN
By-laws

- It is the legal document that establishes how the organization operates.
- It establishes terms for Board members.
- It can be found on ASTSWMO.org under Who We Are > Policies.
Members in Action

- It is the policy document that established how the Subcommittees, etc. operate.
- It established terms for working bodies to ensure opportunities for participation.
- It can be found on ASTSWMO.org under Who We Are > Policies.
  - ASTSWMO.org also has a Members in Action Frequently Asked Questions page.
Strategic Plan

- It is a policy document that is updated periodically with input from members.
- In 2008, members were surveyed about areas/issues that the organization should focus on.
- The Board and staff use it as a planning tool.
- Its status is reviewed at every Board meeting.
- It can be found on ASTSWMO.org under Who We Are > Strategic Plan.
Meetings & Conferences

General Membership Meetings
Program-Specific Meetings
General Membership Meetings

- The Annual Meeting
  - Occurs yearly in late October in the DC Metro area.

- The Mid-Year Meeting
  - Occurs yearly in April in the home state of the Past President.
Program-Specific Meetings

- Solid Waste Managers Conference, et al.
- UST, LUST, & State Funds Workshops, et al.
EPA/ASTSWMO Collaboration

Examples include:
- Annual and Mid-Year Meeting luncheons
- July 1-day meeting
- HQ representatives attend subcommittee, task force, and focus group meetings in DC
- ASTSWMO is invited to attend RCRA and Superfund regional directors meetings

Partnership is essential!
Reimbursements 101
Follow the Money

US EPA → ASTSWMO → Traveling Member

(So, if A funds B, and B funds C, then A funds C, which means you’re being funded by a federal agency.)
Travel & Reimbursement

BEGINNING TO END

OR

TRAVELER TO ASTSWMO TO TRAVELER
Travel & Reimbursement: Booking Travel

1. You are approved for travel to a meeting.
2. You take note of the pre-approved travel dates, and, if you are traveling on different dates, you know you must fill out a Special Travel Form.

   1. If you’re traveling on the pre-approved dates: book your non-first class airfare or train ticket, and keep your confirmation email.
   2. If you’re traveling on different dates: use the Special Travel Form to prove your special airfare isn’t more expensive than the un-special airfare. If it is more expensive, you pay for the overage. Easy peasy.
   3. If you want to drive, but it’s more than 500 miles, use the Special Travel Form to prove your mileage won’t be more expensive than airfare. Also easy peasy!
   4. See the Special Travel Form examples on the Travel & Reimbursements page of ASTSWMO.org.
Travel & Reimbursement: While Traveling

- **While you’re on the road with ASTSWMO:**
  1. Keep receipts for any expenditure over $75 and your hotel bill.
  2. Remember that ASTSWMO will not and cannot reimburse you for your internet access or phone calls, excessive baggage fees (how many bags are required for a two-day meeting, after all?), or alcoholic beverages.
After you travel, you must return your form to ASTSWMO within **30 days** or you will not be reimbursed.

So, gather your receipts, plunk down, and complete that form!

ASTSWMO has some tools to help you complete your form:
- The [Travel & Reimbursement](http://ASTSWMO.org) page at ASTSWMO.org has examples!
- Allison & Megan: happier to answer your questions than to bother you with questions of their own.

You’ll need to complete one form per entity receiving a check.

If a receipt is required by more than one form, please copy that receipt for us.

If you were approved for special travel, send us a copy of that, too.
Completing the Form

Make it easy. Go line by line, day by day.

You’ll almost always need a receipt for your air or train fare and hotel.

We only reimburse for your first bag that requires payment of a fee.

Meals must be itemized by meal each day. Include tips in meal costs. Snacks and “other” go in the Incidentals row.

Hotel cost must be itemized by day. Include taxes.

Remember to designate a payee, give the correct address, and **SIGN YOUR REIMBURSEMENT IN INK!**

That’s 30 days!
Completing the Form

Please complete the In-Kind Form. The recording the hours you spend (that aren’t paid for by another cooperative agreement grant) are essential to meeting our cooperative agreement commitments.

Just let us know how much (non-grant funded) time you spent preparing for, attending, and traveling to and from the specified meeting.

Thanks.
Travel & Reimbursement: Processing Your Claim

- Assuming your claim arrives postmarked within the 30-day window...
  1. We open it, mark the arrival date on the form, put aside the In-Kind Form, and staple the envelope and contents together.
  2. Your form, charges, and supporting receipts are reviewed and approved twice.
  3. If there are problems, you are contacted by phone, email, or both; your claim is set aside until the problems are resolved.
  4. The executive or deputy executive director gives final approval.
  5. Checks are cut and reviewed, then mailed.
Candidate Remarks

VICE-PRESIDENTIAL CANDIDATES
SECRETARY-TREASURER CANDIDATES