

NEBRASKA POWER REVIEW BOARD

BOARD POLICY NO. 4 APPROVAL OF TRAVEL PLANS FOR PRB STAFF

I. Purpose.

This policy establishes the method by which travel plans for the Power Review Board's staff will be approved.

II. Policy Applicability and Explanations.

- A. This policy shall apply to all full-time and part-time PRB staff, including the executive director.
- B. This policy will not normally apply to consultants or reimbursement for consultant travel expenses incurred while working on PRB business. The terms of the contract with a consultant will determine what travel authorization may be required or when.

III. Travel Authorization.

- A. Travel Outside the State of Nebraska.
 - 1. The Board will approve travel for PRB staff when the travel will cause the staff member to travel outside the State of Nebraska, and will include either air fare or an overnight stay. The Board will consider such travel plans at any of the Board's regularly scheduled public meetings.
 - 2. The Board may consider PRB staff travel plans at any of the Board's regularly scheduled public meetings.
- B. Travel within the State of Nebraska.
 - 1. The executive director will approve all travel requests (including his own travel plans) for travel that will be entirely within the State of Nebraska.
 - 2. The executive director will approve all travel requests (including his own travel plans) for travel that may involve leaving the State of Nebraska, but will not require air fare or an overnight stay.

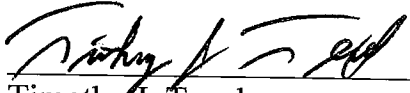
IV. Emergency or Time Sensitive Travel

- A. When time does not allow action at a regularly scheduled Board meeting on travel covered by III.A. above, the Board Chair is authorized to approve the travel.
- B. If the Board Chair is unavailable or cannot be reached, the Board Vice-Chair is authorized to approve the travel covered by III.A. above.

V. Standing Approval for Travel.

- A. By adoption of this policy, the Board issues standing approval for PRB staff employees to attend the meetings as set out below. The normal dates during which the meetings are provided for guidance only, not as part of the basis for approval.
 - 1. The executive director is approved to attend the following meetings of the National Association of Regulatory Utility Commissioners (NARUC), as long as the meetings are held within the continental United States.
 - a. The NARUC Winter Committee Meetings, usually held in Washington, D.C. in February.
 - b. The NARUC Summer Committee Meetings, usually held in July.
 - c. The NARUC Annual Convention, usually held in November.
 - 2. The executive director is approved to attend the American Public Power Association's Annual National Conference, usually held in June.
 - 3. The executive director, as the Board's general counsel, is approved to attend the American Public Power Association's Annual Legal Seminar, usually held in October.
 - 4. The executive director is approved to attend the Nebraska Power Association's Statewide Conference.
 - 5. The Board's executive director and general counsel is approved to attend the Southwest Power Pool's Regional State Committee (RSC) regular and annual meetings, normally held on a quarterly basis, and the Southwest Power Pool's Board of Directors meetings and the Cost Allocation Working Group meetings.

Approved as amended at NPRB Meeting on March 19, 2010.
(Previously amended on June 26, 2009).
(Previously amended on March 23, 2001).
(Originally approved on Aug. 25, 2000).



Timothy J. Texel
Executive Director