



Clinton County Travel Policy

Official Policy Document

CLINTON COUNTY - TRAVEL POLICY

Effective January 1, 2007
Updated October 14, 2026

1. Purpose

The purpose of this policy is to establish uniform and consistent procedures for the authorization, payment, and reimbursement of travel and conference-related expenses incurred by Clinton County employees while conducting official County business.

2. Scope

This policy applies to all Clinton County elected officials, appointed officials, and employees who incur travel expenses in the course of official County business.

3. Travel Authorization

3.1 Required Authorization

- All travel that involves overnight lodging, registration fees, or meal reimbursement must be authorized in advance using the County's Travel Authorization form.
- Department Head approval is required for all employees traveling on County business.
- When the Department Head is the traveler, approval by the County Administrator is required.
- Travel Authorization request forms should be accompanied by any information received regarding conference or meeting such as agenda, announcements or any necessary backup documentation including dates and location.
- Routine in-county or same-day travel that does not involve lodging, meals or registration reimbursement does not require pre-authorization.
- Virtual trainings or virtual conferences that require only an online fee registration do not require a travel authorization but does require approval by the Department Head.
- Any out-of-state travel also requires that a resolution be approved by the Legislature before traveling. All out-of-state travel requires a resolution, except for the State of Vermont per resolution #265 dated 4/11/2012. Resolution must be approved by Legislature prior to travel except for emergency travel.
- If a traveler extends county-related travel with personal travel, either before or after the business travel, the County shall not be responsible for expenses related to the extended travel. Plans to extend travel must be disclosed on the Authorization to Travel Request Form.

3.2 Budget Responsibility

- Travel must be within the department's approved budget.
 - Authorization signifies that funds are available and that the travel is necessary for County business.
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4. Reimbursable Expenses

4.1 Transportation

- Mileage for use of a personal vehicle shall be reimbursed at the County standard mileage rate in effect at the time of travel. This is based on the IRS rate and County Collective Bargaining Agreement.
 - A Mileage Reimbursement form is required to be filled out that indicates the date, miles (to and from locations) and purpose. Attachment of a Google map or MapQuest must be attached that matches your reimbursement form (unless previously supplied and approved through the Travel Authorization Form).
 - Proof of Auto insurance is to include name of employee/driver, beginning and ending dates of policy and bodily injury liability limit of \$50,000/\$100,000 are required.
 - County vehicles should be used when available and practical.
 - Reasonable parking, tolls, and public transportation costs are reimbursable with receipts.
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4.2 Lodging

- Lodging expenses will be reimbursed for the travel location.
 - Lodging should be reserved at the government/state rate when applicable.
 - Original, itemized lodging receipts are required.
 - State and local taxes charged on lodging bills within New York State are not reimbursable. Tax-exemption forms (ST-129) are required to be supplied to your lodging. Forms can be obtained from the auditing staff in the Legislative Office prior to traveling. Tax- exempt status does not apply when traveling outside of New York State.
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5. Meal Reimbursement (Per Diem)

5.1 Per Diem Standard

Clinton County shall reimburse lodging and meals in accordance with the Federal Per Diem Rates established annually by the U.S. General Services Administration (GSA) for the specific travel destination. Daily amounts listed at <http://www.gsa.gov/travel?topnav=travel#tab--perdiem-tab>

When traveling to a city that is not listed at the GSA site, contact Auditing for current reimbursement rates.

5.2 Meals and Incidental Expenses (M&IE)

- Meals will be reimbursed using the federal M&IE per diem rate for the travel location.
- Receipts for meals are not required when claiming per diem.
- Where meals are included in the cost of registration for a conference, school, or seminar, the traveler is expected to partake of these meals wherever and whenever possible.
- The per diem allowance covers:
 - Breakfast
 - Lunch
 - Dinner
 - Incidental expenses

5.3 Partial Travel Days

- On the first and last day of travel, meal per diem will be reimbursed in accordance with federal per diem proration guidelines.

5.4 Conferences with Meals Provided

- When meals are included as part of a conference registration or agenda, the applicable meal per diem must be reduced accordingly.

6. Other Reimbursable Expenses

The following are reimbursable when necessary for official County business and supported by receipts. You should make every effort to utilize the County credit card for these expenses. Please contact the Purchasing Agent to make arrangements to utilize the County credit card.

- Conference or training registration fees
- Lodging
- Parking and tolls
- Taxi, shuttle, or ride-share services
- Internet charges required for business purposes
- Rental cars when justified and approved
- Airline tickets and baggage

7. Non-Reimbursable Expenses

The following expenses will not be reimbursed:

- Alcoholic beverages
- Personal entertainment or recreational expenses
- Fines or penalties
- Expenses for family members or companions
- Costs exceeding per diem limits without prior written approval

8. Reimbursement & Documentation

8.1 Voucher

- Travel expense reimbursement requests must be submitted within 30 days of travel completion.
- Required documentation included on voucher form:
 - Dates of travel and the location
 - Approved Travel Authorization Form (when applicable)
 - Out-of-state Travel Resolution (when applicable)
 - Itemized receipts for lodging and other reimbursable expenses
 - Mileage documentation, if applicable, insurance must be on file in auditing
 - Print out of the Per Diem Rates on the GSA website with the location and timeframes.

8.2 Compliance

Failure to submit required documentation may result in denial or delay of reimbursement.

9. Special Circumstances and Exceptions

- Exceptions to this policy require written justification and approval consistent with Section 3.
 - The County reserves the right to deny reimbursement for expenses deemed unreasonable or not in the best interest of the County.
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10. Forms and Instructions

Travel-related forms are available on the intranet and copies of the following County forms have been included in this policy.

1. Authorization to Travel
2. Mileage Reimbursement
3. Tax Exempt Certificate, ST-129 (lodging)
4. Travel Request Flow Chart
5. Sample - Travel Request with Backup

COUNTY OF CLINTON

AUTHORIZATION TO TRAVEL

Employee Information

Name: _____

Title: _____

Department: _____

Department Account #: _____

Travel Details

Purpose of Travel:

Destination (City/State): _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Conference / Meeting Name (if applicable) attach brochure or other literature as back-up:

Estimated Expenses (Attach supporting documentation where applicable)

Expense Type	Estimated Amount
Mileage	\$ _____
Train/Plane/Cab/Bus Fare	\$ _____
Tolls	\$ _____
Lodging	\$ _____
Meals (Per Diem)	\$ _____
Registration Fees	\$ _____
Parking / Other	\$ _____

TOTAL ESTIMATED COST

\$ _____

(Identify and justify any amounts above per diem)

See <http://www.gsa.gov/travel?topnav=travel#tab--perdiem-tab> for the destination rates.

Method of Travel (check all that apply)

☐ County Vehicle ☐ Personal Vehicle ☐ Airline ☐ Train ☐ Bus ☐ Rental Car

Certification

I certify that this travel is necessary for official Clinton County business, is within my department's approved budget, and complies with the Clinton County Travel & Conference Expense Reimbursement Policy.

Employee Signature: _____ **Date:** _____

Approvals

Department Head Approval:

Signature: _____ Date: _____

(County Administrator approval required only when Department Head is the traveler)

County Administrator (if applicable):

Signature: _____ Date: _____

FOR AUDITING / LEGISLATIVE OFFICE USE ONLY

Date Received: _____ Approved ☐ Denied ☐

Comments:

Clinton County Employee Mileage Reimbursement Form

Name:		DEPARTMENT #		Regular Work Location:		
Home Address:						
Date	Departed From	Traveled To	Purpose	Total Miles Traveled	Less: Miles Between Home and Work	Total Reimbursable Miles
USE WHOLE NUMBERS					Mileage Subtotal	0
					Applicable IRS Rate 2026 \$.745	.745
					Total Reimbursement Amount	0.00
Employees Certification						
It is the responsibility of the employee to certify the accuracy of the mileage reimbursement request submitted. I hereby certify that the information included herein is accurate and the use of my private vehicle was in connection with County business. The mileage claimed was computed in accordance with the instructions on the reverse of the form and supported by proper documentation.						
Employee's Signature:				Title:		
Date:				Department:		
Supervisor Certification						
It is the responsibility of the supervisor and the payroll clerk to ensure that only reimbursable mileage in accord with this section is approved. I hereby certify that the mileage included herein was authorized as necessary for County business. To the best of my knowledge and belief the mileage reimbursement request is accurate.						
Supervisor's Signature:				Title:		
Date:				Department:		

Mileage Allowance and Reimbursement Policy – Local Travel

Employees Mileage Reimbursement – Local Travel

Mileage shall be reimbursed at the rate set forth in Article 25 of the Collective Bargaining Agreement and Memorandum of Agreement dated January 9, 2014.

Definitions:

<i>Local Travel</i>	Travel within the borders of Clinton County.
<i>Point-to-Point</i>	The distance from the location where the employee is contacted to initiate a <i>Call Back</i> until they return to their home or to the place where they received the call.
<i>Normal Commute</i>	The distance between an employee's home and <i>Regular Place of Work</i> .
<i>Excess Mileage</i>	Mileage above and beyond an employee's normal commute.
<i>Call Back</i>	When an employee is required to report to work if not previously scheduled or agreed to in advance (per Article 11, Section 7, and other applicable Articles).
<i>On-Call</i>	When an employee is scheduled to be available to report to work as needed outside their normal work hours (per Article 30 and other applicable Articles).
<i>Alternate Worksite</i>	Any place other than the employee's <i>Regular Place of Work</i> . An employee's home may not be an <i>Alternate Worksite</i> .
<i>Regular Place of Work</i>	County location where employee is primarily assigned.

Reimbursable Mileage

1. Mileage from the first worksite to the last worksite of the day is reimbursable.
2. In the event the first worksite of the day is an Alternate Worksite, mileage reimbursement for travel from home to the first worksite will be for Excess Mileage only.
3. The County will reimburse employees for Point-to-Point mileage for Call Back.
4. When responding to On-Call events, Excess Mileage for Local Travel, or travel required to fulfill On-Call duties, will be reimbursed.
5. Mileage accrued for scheduled and/or mandated overtime, other than to the employee's Regular Place of Work, will be reimbursed as On-Call mileage or Excess Mileage, as applicable.
6. Mileage not in Items 1-5 is not reimbursable mileage unless submitted to and approved by the Clinton County Auditing Department.

An employee will submit mileage reimbursement for travel on the provided form (see reverse), or on a form approved by the Department Head and the Clinton County Auditing Department.

**Exemption Certificate**

Tax on occupancy of hotel or motel rooms

ST-129
(2/18)**This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.**

Name of hotel or motel		Dates of occupancy	
		From:	To:
Address (number and street)	City	State	ZIP code
		Country	

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity (federal, state, or local)		Agency, department, or division	
Employee name (print or type)	Employee title	Employee signature	Date prepared

Instructions

Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the \$1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions **do not** qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Substantial penalties will result from misuse of this certificate.



New York State Department of
TAXATION and FINANCE
OTPA Sales Tax Exempt Organizations Unit
Building 9 Room 154
W.A. Harriman Campus
Albany, NY 12227

August 18, 2026

Clinton County
137 Margaret St
Plattsburgh NY 12901

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Clinton County, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

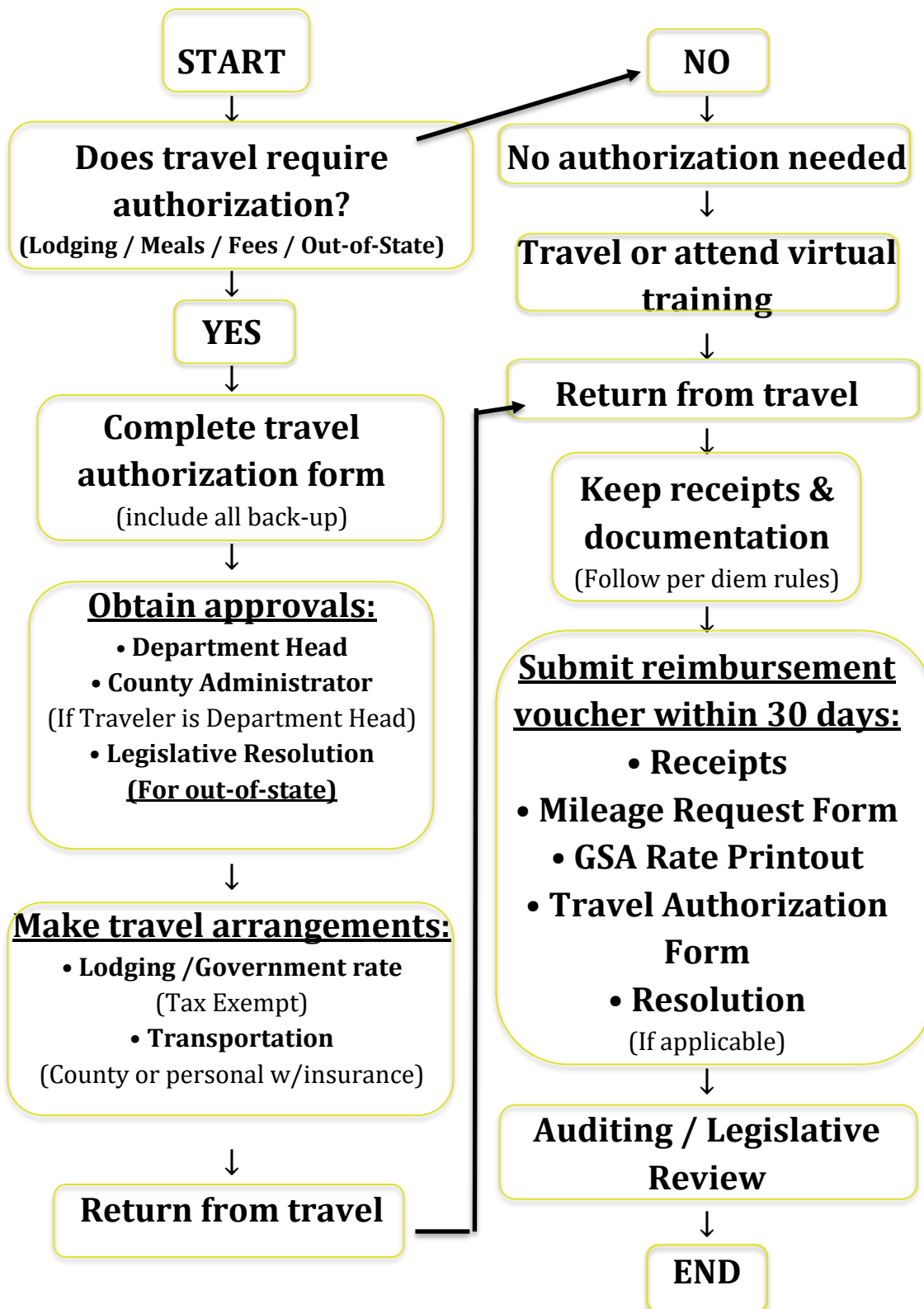
Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate* from you, the Clinton County may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the Clinton County is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at nystax.gov

New York State Department of Taxation and Finance
OTPA-Taxpayer Guidance Division
Sales Tax Exempt Organizations Unit
Building 9 Room 154
W A Harriman Campus
Albany NY 12227

CLINTON COUNTY TRAVEL REQUEST FLOW

Based on Travel Policy



COUNTY OF CLINTON

SAMPLE

AUTHORIZATION TO TRAVEL FORM

This document is a sample of the Clinton County Authorization to Travel Form used by County employees for official business travel.



Clinton County, New York

COUNTY OF CLINTON

AUTHORIZATION TO TRAVEL

Employee Information

Name: _____ John Smith _____

Title: _____ Legislative Assistant _____

Department: _____ Legislative Office _____

Department Account #: _____ A1234567 _____

Travel Details

Purpose of Travel: NACO Annual Conference

Extended Travel (please explain): N/A

Destination (City/State): _____ New Orleans, Louisiana _____

Departure Date: _____ July 16, 2026 _____ Departure Time: _____ 11:30 am _____

Return Date: _____ July 21, 2026 _____ Return Time: _____ 10:45 pm _____

Conference / Meeting Name (if applicable) attach brochure or other literature as back-up:

2026 Naco Annual Conference Schedule at a Glance and Registration Fee

Estimated Expenses (Attach supporting documentation where applicable)

Expense Type	Estimated Amount
Mileage	\$ 44
Train/Plane/Cab/Bus Fare	\$ 455
Tolls	\$
Lodging	\$ 786
Meals (Per Diem)-GSA Website	\$ 120
Registration Fees	\$ 575
Parking / Other	\$ 84
TOTAL ESTIMATED COST	\$ 2,064

(Identify and justify any amounts above per diem)

See <http://www.gsa.gov/travel?topnav=travel#tab--perdiem-tab> for the destination rates.

Method of Travel (check all that apply)

☐ County Vehicle ☒ Personal Vehicle ☒ Airline ☐ Train ☐ Bus ☐ Rental Car

Certification

I certify that this travel is necessary for official Clinton County business, is within my department's approved budget, and complies with the Clinton County Travel & Conference Expense Reimbursement Policy.

Employee Signature: _____ **Date:** _____

Department Head Approval:

Signature: _____ **Date:** _____

(County Administrator approval required only when Department Head is the traveler)

County Administrator (if applicable):

Signature: _____ **Date:** _____

FOR AUDITING / LEGISLATIVE OFFICE USE ONLY

Auditors Initials and Date: _____ **Approved** ☐ **Denied** ☐



Language English ▾



Your Stays



Join

Sign In

Gov't Rate

Your stay

[Edit stay](#)

Hampton Inn & Suites New Orleans-Convention Center

Thu, Jul 16 – Tue, Jul 21, 2026 (5 nights)

1 room for 1 adult

Payment and Guest Details

Step 4 of 4

Total for stay

\$786.38

Total room charge

\$665.00

Total taxes

\$121.38

Price in \$USD

[Show price details](#) ▾



Guarantee and cancellation policy

Pay when you stay

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 13 Jul 2026.**

All fields are required unless marked optional.



Payment

Card number

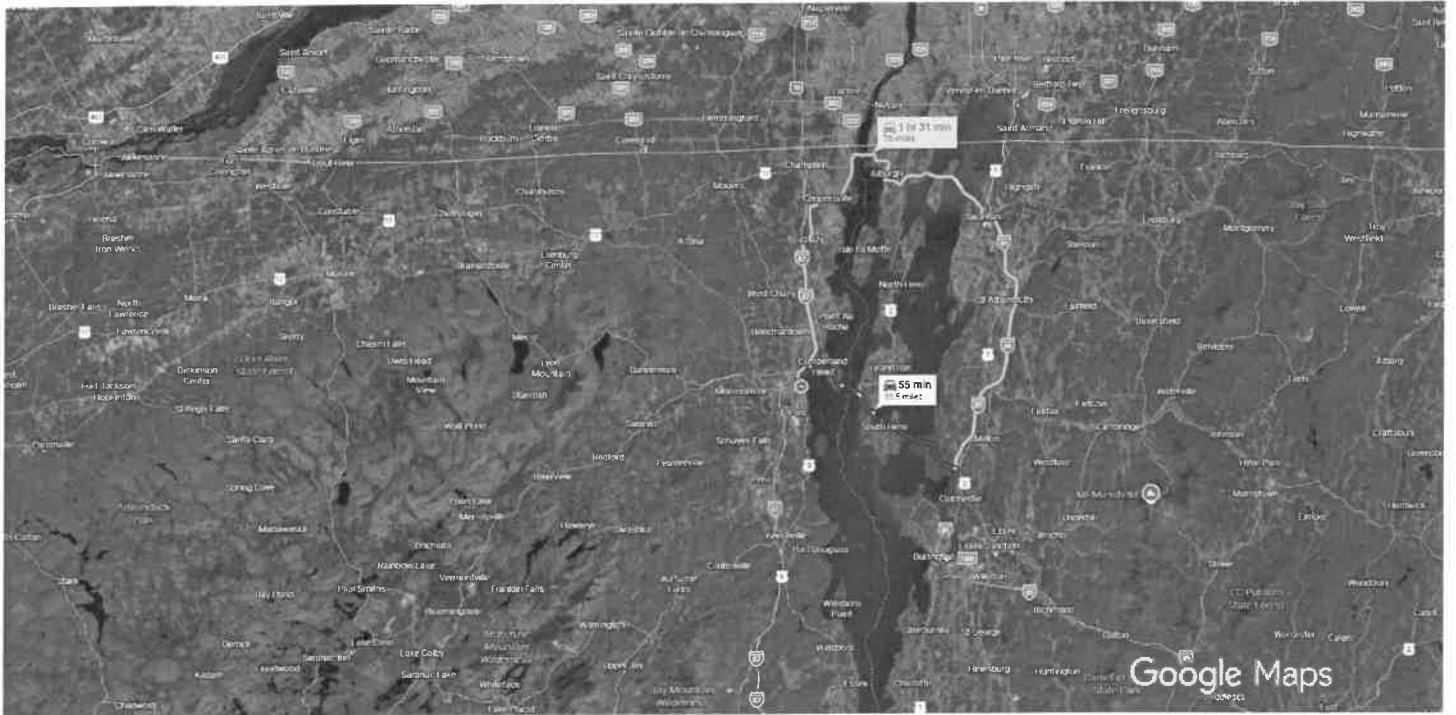
Month

Year



Guest information

First name



Imagery ©2026, Map data ©2026 Google 5 mi

137 Margaret St
Plattsburgh, NY 12901

⚠ This route includes a ferry.

30.5 miles X 2 = 61 miles

Take Court St to City Hall Pl

- ↑ 1. Exit the parking lot toward Court St 1 min (0.1 mi)
- ↩ 2. Turn left toward Court St 75 ft
- ↑ 3. Continue straight 135 ft
- ↩ 4. Turn left onto Court St 59 ft
- ↪ 5. Turn right onto Margaret St 197 ft
- ↩ 6. Turn left onto Court St 13 ft
- 285 ft

61 miles X IRS Rate
.725 ≈ \$44.22

Follow Miller St and US-9 S to Commodore Thomas
MacDonough Hwy in Plattsburgh

- ↩ 7. Turn left onto City Hall Pl 5 min (2.1 mi)
- 331 ft



U.S. General
Services
Administration

FY 2026 per diem rates for new orleans, Louisiana

Change fiscal year: or

[New search](#)

enter location +
Dates.

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
New Orleans	Orleans / Jefferson Parishes	\$157	\$157	\$157	\$157	\$179	\$179	\$179	\$179	\$133	\$133	\$133	\$157

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
New Orleans	Orleans / Jefferson Parishes	\$80	\$20	\$22	\$33	\$5	\$60.00



Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

7/16/26 - 1st day Travel = \$60

7/17 to 7/20 = meals included with conference

7/21/26 - last day Travel = \$60





/ EVENTS

Registration & Conference
Details

2026 NACo Annual Conference & Exposition

JUMP TO SECTION:

About the Conference

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The NACo Annual Conference is the premier gathering of elected and appointed officials from the nation's 3,069 counties, parishes and boroughs.

The conference will include dozens of committee and caucus meetings, educational workshops, general sessions and more. Sessions will offer learning and best practices on the full range of county responsibilities and domestic policy issues. NACo membership will also elect new leadership and set the organization's policy priorities during the Annual Business Meeting.

Registration

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Registration includes access to all workshops, committee meetings, general sessions and conference-wide receptions.

All correspondence regarding registration will come from either nacomeetings@naco.org or naco@naco.org. Please add these email addresses to your safe sender list. Should you receive false correspondence, please report via email at nacomeetings@naco.org.

[Register Today](#)

Registration Rates

	EARLY BIRD UNTIL 04/14/26	ADVANCE 04/15/26 - 06/17/26	ONSITE AFTER 06/18/26
County / State Association – Member	\$575	\$675	\$775
County – Non-Member	\$850	\$950	\$1150
Affiliates	\$575	\$675	\$775
Corporate – Member	\$610	\$725	\$825
Corporate – Non-Member	\$910	\$1050	\$1250
State, Federal, Gov't & Non-Profit	\$575	\$675	\$775
Technology Innovation Forum Pre-conference event	\$125	\$150	\$200
*Registration Add-ons			
*Guests	\$150	\$175	\$200
*Student	\$150	\$175	\$200

*All guests and student registrations are optional Add-ons to a fully purchased attendee rate above. Click [here](#) for more information and restrictions on guest and student rates.

Payment Policy

Payment is due at the time of registration. Exceptions can be made to allow for payment by check on a case-by-case basis. All fees must be paid in full prior to arrival in order to obtain your badge and registration materials at the conference.

Contact nacomeetings@naco.org with any questions or to pay with a check.

Cancellation, Transfer & Substitution Policies

Registrations cancelled by May 13, 2026, will be refunded minus a \$50 administration fee. Cancellations made between May 13 and June 24, 2026, will receive a 50 percent refund. After June 25, 2026, no refunds will be issued, including for unused registrations or no-shows. This policy applies to all registration types, including guest fees.

All cancellation requests must be submitted in writing via email to cancellations@naco.org; telephone cancellations are not accepted.

To transfer a registration, please contact nacomeetings@naco.org and provide the name and email of the person whose registration you are transferring and the name and email address of the person to whom the registration should be reassigned.

Partner/Spouse and Student Registration Add-ons

Partner/Spouse Registrations include the conference-wide opening and closing reception events and general sessions. For travel companions only. Not valid for colleagues and those with related job functions tied to counties, parishes or boroughs. Spouses, partners and children under the age of 21 need to be accompanied by the paid attendee at all times.

Student Registration applies to high school and/or college enrolled students attending for educational purposes. Students must be accompanied by a paid attendee at all times.

Any persons under 21 are not allowed to attend any events with bar service and alcohol.

Schedule at a Glance

Please note that the conference schedule is subject to change.

THURSDAY, JULY 16

11:00 A.M. - 5:00 P.M.

Pre-Conference Event: Technology Innovation Forum (TIF)

This pre-conference event brings together county elected officials, appointed leaders, technology professionals and partners to explore how emerging technologies and innovative approaches are transforming county government. Through real-world case studies and peer discussions, participants gain practical insights on using technology, data and digital tools to strengthen operations, improve services and better support residents. *Separate paid registration is required for this event.*

1:00 P.M. - 5:00 P.M.

Pre-Conference Event: Changing the Course of the Opioid Crisis

This half-day, pre-conference workshop will highlight best practices in administration of once-in-a-generation settlement dollars counties may use to make innovative investments in prevention, treatment, recovery and harm reduction to strengthen public health responses to the opioid crisis. Whether your county is developing its strategy or already deploying funds, this session will provide practical tools, ideas and connections to help ensure opioid settlement investments lead to healthier communities. *This pre-conference event is open to all county attendees who plan to arrive early for the conference; registration is requested if you plan to join.*

2:30 P.M. - 5:00 P.M.

Pre-Conference Mobile Tours

Identical to Monday mobile tours to allow more flexibility for those travelling in later or leaving earlier.

5:30 P.M. - 7:30 P.M.

TIF Reception

Separate registration required

FRIDAY, JULY 17

8:00 A.M. - 9:00 A.M.

First-time Attendee Breakfast

8:30 A.M. - 9:15 A.M.

Policy Coordinating Committee #1

9:45 A.M. - 3:45 P.M.

Policy Steering Committee Meetings

4:00 P.M. - 4:30 P.M.

Policy Coordinating Committee #2

4:45 P.M. - 5:30 P.M.

Opening General Session

5:30 P.M. - 7:00 P.M.

Exhibit Hall Opening Reception

SATURDAY, JULY 18

7:00 A.M. - 8:00 A.M.

Fitness Activity

8:30 A.M. - 10:00 A.M.

NACo Standing Committee and Innovation Council Meetings

10:00 A.M. - 12:00 P.M.

NACo Board Forum

10:30 A.M. - 11:30 A.M.

Educational Workshops

Workshops to feature best practice and hot topic areas on subjects such as data centers, property tax trends, elections, leadership development and more.

12:00 P.M. - 1:30 P.M.

All Conference Lunch with Exhibitors

2:00 P.M. - 4:00 P.M.

Caucus Meetings to Include LUCC/RAC/MCC

4:30 P.M. - 6:30 P.M.

Affiliate, Affinity and State Association Meetings

SUNDAY, JULY 19

7:00 A.M. - 8:00 A.M.

Fitness Activity

8:00 A.M. - 8:45 A.M.

Worship Service

8:30 A.M. - 9:30 A.M.

All Conference Coffee & Conversations with Exhibitors

9:00 A.M. - 12:00 P.M.

NACo Board of Directors Meeting

9:30 A.M. - 11:15 A.M.

Educational Workshops

Two rounds of 45-minute educational workshops will feature best practice and hot topic areas on subjects such as records & services, transportation & infrastructure, health & human services, first responders, leadership development and public lands.

11:30 A.M. - 1:00 P.M.

Affiliate, Affinity and State Association Lunches

MONDAY, JULY 20

1:30 P.M. - 3:00 P.M.

General Session

3:30 P.M. - 4:45 P.M.

Innovation & Advisory Council Meetings, Regional Topic Meetings

5:00 P.M. - 6:30 P.M.

Affiliate, Affinity and State Association Meetings

6:30 P.M. - 8:30 P.M.

NACo Board of Directors Reception

9:45 A.M. - 12:00 P.M.

NACo Annual Business Meeting

1:30 P.M. - 2:15 P.M.

Regional Caucus Meetings

2:30 P.M. - 3:30 P.M.

Educational Workshops

2:30 P.M. - 5:00 P.M.

Mobile Tours

Identical to pre-conference mobile tours to allow more flexibility to those travelling in later or leaving earlier.

3:00 P.M. - 3:30 P.M.

New NACo Board of Directors Meeting

6:00 P.M. - 9:30 P.M.

All Conference Closing Reception

Don't miss an unforgettable night of New Orleans-style fun and Louisiana food supplied by parish leaders from around the state.

Venue



The Ernest N. Morial Convention Center is located in Downtown New Orleans, Louisiana, United States. The lower end of building one is located 1,640 feet upriver from Canal Street on the banks of the Mississippi River. It is named after former Mayor of New Orleans Ernest Nathan Morial.

Housing Information

NACo's negotiated housing blocks are now open. Discounted rates are available until the hotel cutoff date of Wednesday, June 24, 2026; however, rooms could sell out prior to this date, so register and reserve your room now! Upon registering, attendees will receive information in their confirmation email on how to book housing directly with the hotels at NACo's discounted rates. Discounted rates are only available to registered attendees.

Housing Bureau Contact Information

Available Monday-Friday: 9:00 a.m. - 7:00 p.m. ET

Toll Free: (888) 751-5182

Email: naco@conferencedirect.com

Hotel & Reservation Cancellation Policy

A valid credit card is required to guarantee each reservation. Please check with your hotel for specific guarantee, deposit and cancellation policies.

Beginning on Wednesday, May 13, NACo's Housing Bureau will charge a cancellation fee of \$30.00 for any cancellations. This cancellation fee will appear on your credit card statement as "CONFIRECT*26NACoAnnI". Cancellations made directly with hotel will also incur this fee.

Email: naco@conferencedirect.com

Frequently Asked Questions

Where can I access the hotel reservation link?

Hotel information, and the reservation link, are included in the confirmation email sent after registration payment is received. This ensures that only confirmed attendees reserve rooms, helping us manage hotel capacity more effectively.

Who should I contact to cancel my registration?

Please email cancellations@naco.org with the full name of the registrant and the name of the event. Our team will assist you with the cancellation process.

How can I pay for my conference registration with a check?

Please email nacomeetings@naco.org with the full name of the registrant and the name of the event. Our team will assist you with obtaining an invoice link.

What does the Onsite Rate mean? Can I still register online?

The Onsite Rate is the final registration tier for the 2026 Annual Conference & Exposition. While designated as "onsite," participants can still conveniently register online here.

Do I need to register in advance for mobile tours?

No pre-registration is required. Mobile tours are available on a first-come, first-served basis. We recommend arriving early to secure your spot.

How do I add a guest to my registration?

Guests—such as a spouse, partner, or family member—can be added during the registration process with a fee. If you're having trouble accessing your registration to make changes, please email nacomeetings@naco.org with your name and the full name of your guest, and we'll be happy to assist you.

Please note: Guest Registrations include the conference-wide opening and closing reception events and general sessions.

Is there a reason I cannot see the option to register for the Pre-Conference Events?

Some Pre-Conference events are only available to county attendees and NACo Corporate Premier Partners. If you are not a NACo Corporate Premier Partner and interested in attending these events, please reach out to Melissa Krouse (mkrouse@naco.org) to learn more about partnership opportunities.

Additional Information

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- Waiver of liability
- Code of conduct
- Questions? Email nacomeetings@naco.org.



660 North Capitol Street, NW Suite 400
Washington, DC 20001



Your flights > Seats > Checkout

Review your trip

\$454.98 is better than expected ⓘ

This price is at least 45% lower than the typical fare found on Expedia

Airline

Burlington to New Orleans

2:50pm - 9:49pm (7h 59m, 1 stop)

United • Thu, Jul 16

Flight details

Change flight

New Orleans to Burlington

7:00am - 2:10pm (6h 10m, 1 stop)

United • Tue, Jul 21

Flight details

Change flight

Your fare: Basic Economy

- 💰 Seat choice for a fee
Standard legroom
- ✗ Carry-on bag not allowed
- 💰 1st checked bag for a fee: \$80
- ✗ Non-refundable
- 💰 Change fee applies

Get more with Economy

Seat choice included

Skip to Checkout

Trip total

\$455

Price details

Next: Seats

Upgrade now

+\$80

Roundtrip per traveler

Bags

- ✓ Personal item included
- ✗ Carry-on bag not allowed
- 💰 1st checked bag for a fee

Purchase bags for this flight through United after booking.

Bundle & Save

Trip total

\$455

MENU

PARKING

PARKING GARAGE **86%** Full

Calculate Parking Costs



AIRPORT PARKING

Patrick Leahy Burlington International Airport (BTV) offers both short and long term parking in our multi-level, covered parking garage. Access the Parking Garage from the Airport entrance road. The terminal is on the right and the garage is on the left, after the taxi stand. Credit cards and cash are acceptable payment methods at in-terminal kiosks, while the payment method of credit cards is acceptable at all garage exits. For additional information please call (802) 863-2874, ext. 201.

WHY PARK AT BTV? SAFE SECURE PARKING STEPS FROM THE TERMINAL.

- The onsite airport parking garage offers covered secure parking steps from the terminal.
- Two crosswalks on Ground Level and two walkways on Level 2 connect the Garage to the Terminal.

PARKING RATES:

- FREE for the 1st hour
- 1 hour to under 2 hours = \$4
- 2 hours to Under 3 Hours = \$6
- 3 hours to Under 4 Hours = \$8
- Daily rate of \$14 after 4 hours

$$\$14/\text{day} * 6 = \$84$$

**The airport reserves the right to change parking rates without notice. Please observe the posted rates at the garage entrance for any changes not yet reflected above.

**All persons with a Handicap Parking Permit are entitled to one (1) day of parking at no cost. Parking after the initial 24 hours will be charged at the posted rate.

PARKING CALCULATOR

Entry Date/Time

SAMPLE

RESOLUTION #000 – 04/8/26

AUTHORIZING OUT-OF-STATE TRAVEL – LEGISLATIVE OFFICE

BY: Legislator XXX

BE IT RESOLVED, upon the recommendation of the Economic and County Operations Committee, at its meeting of April 8, 2026, the Clinton County Legislature authorizes out-of-state travel for John Smith, Legislative Assist, to travel to New Orleans, Louisiana to attend the 2026 National Associations of Counties Annual Conference scheduled for July 16 through July 21, 2026. The estimated cost of travel is \$2,064. The travel costs have been included in the Department budget.

SECONDED BY: Legislator XXX
ADOPTED

“Yes” 10
“No” 0
Absent

STATE OF NEW YORK)
COUNTY OF CLINTON) SS:
LEGISALTIVE CHAMBERS)

I HEREBY CERTIFY, that the foregoing is a true sample of a resolution which would be acted upon by the County Legislature at the Regular Session held on April 8, 2026.

A quorum being present, and a majority voting therefor.

Christine G. Peters, Esq.
Clerk of the Legislature