Conference Expense Reimbursement Form

Member Name: ___________________________ School Site: ___________________________

Member Address: ________________________________________________________________

______________________________________________________________

Please indicate how you would like to receive your reimbursement check:  □ Mail to above address  □ Pick up at CNTA office

Name of Conference: __________________________________________________________

Please indicate the type of conference you attended:   □ CNTA  □ CTA  □ NEA

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<td>Mileage x $0.655</td>
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Lodging

Meals

Portage ($6.00 Max)

Total Amount

Member Signature: ___________________________________________ Date: _________________

Approval Signature: __________________________________________ Date: _________________

Please attach the following to this sheet:

□ Post Conference Evaluation Form
□ Printed Map to event with mileage
□ Itemized Meal Receipts (for non-conference provided meals only)
□ Lodging Statement (receipt will not be accepted)
□ Plane, Train, Bus, Toll, Parking and Taxi Receipts (if applicable)

For Accounting Use Only:

Business Purpose: ___________________________
Check Number: ___________________________
Check Date: ___________________________
Issued By: ___________________________

[Signature]

[Signature]
Expense Reimbursement Policy

All travel/conference attendance must be pre-approved by Executive Board in order to be reimbursable.

1) **Travel** (*Requires advance approval from the Executive Board)*:
   - *Plane: Actual, most economical coach fare. Travel Insurance recommended. (Attach receipt)*
   - *Train, Bus, Taxi: Actual Fare (Attach receipt)*
   - **Auto**
     - a. Standard IRS Business Mileage Rate $0.655
     - b. Mileage reimbursement will be calculated using the shortest highway route *(Attach printed map with mileage)*
     - c. Mileage reimbursement cannot exceed the cost of coach airfare
     - d. Toll roads and bridges reimbursed at actual cost
   - **Parking**: Actual costs of airport parking and hotel parking, excluding valet parking *(Attach receipt)*

2) **Lodging** *(Attach hotel statement)*:
   - CTA/NEA Conferences – Half the cost of a double occupancy hotel room. Those wishing a single room must pay the difference except for the extenuating circumstances (physically challenged or other medical reasons) which must be approved by the Executive Board in advance
   - Other Travel or Conferences – Cost of a standard hotel room
   - If travel by auto results in an extra night hotel room, such charge is not reimbursable.
   - Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable
   - A maximum of six dollars ($6.00) total per day for portage and a housekeeping tip is reimbursable

3) **Meals** *(attach receipts)*:
   - Reimbursements are not allowed when a meal is provided by the local, UniServe, Service Center Council, CTA, or NEA
   - Reimbursements are not allowed when a meal is included in the conference fee
   - Actual amounts paid, including tax and tip, not to exceed $80.00 per any one day
   - Receipts are required for all meal reimbursements of $10.00 or more. Alcoholic beverages are not reimbursable.
   - Maximum tip reimbursable percentage is 18%
   - Extra meals required by auto travel are not reimbursable
   - All receipts must be itemized

4) **Deadline for filing expense reimbursements**:
   - All expense reimbursements must be filed within (30) days of the end of the month in which the expenses were incurred.