

MEA Guidelines for Reimbursement of Conference-Related Expenses for Non-Staff Presenters For the 2018 Summer Leadership Conference

CONFERENCE REGISTRATION FEE

All presenters' conference registration fees are waived. If you want to attend conference sessions other than the session you are presenting, you must register for the conference and **indicate that you are a presenter on the form.**

LODGING

For the Summer Leadership Conference, lodging for non-staff presenters is **not covered.**

Having local leaders who have their lodging covered through another line (MEA Board Member, Local President, etc.) is encouraged.

MEALS

All conference meals are provided as part of the conference registration. You will receive conference meal tickets in your registration packet providing you register and let us know what meals you want/need.

TRAVEL-RELATED EXPENSES

Travel-related expenses to and from the conference for MEA members that present should be vouchered and sent to the MEA Field Support Services Division (attention Carolyn Cortright). Governance Expense Vouchers can be picked up at the conference registration desk if you should misplace the enclosed voucher. The IRS Rate is currently \$.545 per mile.

Mileage is not reimbursed to presenters that are not MEA members.

LOST WAGES/SUB COSTS

For presenters that are school employees, MEA will reimburse you for any lost wages on the day of your presentation. However, if possible, we would ask that you explore the use of local association release time.