

**MEA Guidelines for Reimbursement of
Conference-Related Expenses for MEA Member Presenters
September 2019**

Reimbursement for MEA Members Presenting is limited to 2 members per session. This means if more than 2 MEA Members present, those 2 to receive reimbursement outlined below must be identified on the RFP.

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**. All presenters will receive a copy of the announcement when completed. The announcement will include a registration form.

LODGING

MEA will provide you with one night's lodging, at the single occupancy rate, for each day you are scheduled as a presenter **if you live more than 125 miles from the venue, your session starts before 11:00 a.m., or you are presenting on multiple days**. If you do not live more than 125 miles from the venue and are not presenting in a session that starts before 11:00 a.m., or presenting on multiple days, overnight rooms are not eligible for reimbursement.

Payment for any additional nights of lodging will be your responsibility. **Presenters are required to make their own hotel reservations** using the information found in the conference announcement. Reimbursement will be made up to the MEA Rate for that year conference.

For the 2019 Summer Leadership Conference, the rate at the Kellogg Center is \$115 plus tax/night. That rate is only guaranteed through 5:00 p.m. July 8, 2019.

At check-out time, you will need to pay for all your nights' lodging. You should then submit your "MEA authorized" lodging expenses on a Governance Expense Voucher along with your other travel-related expenses. A detailed and zero balance receipt for the hotel is required. This means a receipt that shows the amount charged for the room per day and the amount of taxes on that charge per day, as well as that there was a payment made so there is no balance (or zero balance) due to the hotel.

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. All other meals are considered "On Your Own" and are not eligible for reimbursement.

TRAVEL-RELATED EXPENSES

Mileage to and from the conference 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 2019 IRS Rate is \$.58 per mile. The IRS typically reviews/changes the rate in January of each year.

Please note that parking costs are not eligible for reimbursement. However, if you stay at the Kellogg Hotel & Conference Center, parking is included with the overnight room.

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.