



MEA RA EXPENSE POLICY

April 17-18, 2026 – Kellogg Hotel & Conference Center, 219 S. Harrison Road, East Lansing, MI 48824

EXPENSE VOUCHER

A voucher for reimbursement of expenses will be available at the registration desk and is also posted on the Delegate Resources page. Please allow four weeks after submission to receive reimbursement.

- Itemized receipts for meals and lodging must be attached to the voucher. A credit card receipt alone will not suffice – all receipts must be itemized.
- Please note that Administrative Policies will be adhered to regarding reimbursement for delegates. **You must vote to be reimbursed** for RA expenses. The policy can be found at www.mea.org/governance under MEA Administrative Policies, Section VIII. Delegates to the Representative Assembly, G. Expenses of delegates.
- Expense Vouchers are due to the Executive Office no later than **June 2, 2026**.

MEALS

Friday, April 17

"En route" meals (only for delegates more than 250 miles one way)

- Light snack
- Dinner will be provided

Breakfast - \$4, Lunch - \$10, Dinner - \$25

Saturday, April 18

- Breakfast and lunch will be provided (delegates staying at a hotel that provides complimentary breakfast should not RSVP for breakfast at the Kellogg Center and should instead plan to eat at their hotel).

According to policies established by the MEA Board of Directors, delegates will not receive reimbursement for meals that are catered at the RA. Please be sure to RSVP for the meals available when you register for the RA.

TRANSPORTATION

- Mileage reimbursement will be at the current IRS rate of 72.5 cents per mile.
- Mileage reimbursement for delegates will be one or two round-trips from your home to Lansing.
- Delegates that stay at a hotel in the Lansing area will be reimbursed for 100% of the lodging cost up to \$168.37.
- Delegates that choose to drive back and forth from home both days will only be reimbursed up to \$168.37 (the cost for the room) for the second day.
- Delegates who travel more than 250 miles one way are eligible for an additional night of lodging at 100% reimbursement up to \$168.37.

PARKING

The Kellogg Hotel & Conference Center parking garage is attached to the Kellogg Center. The parking garage no longer utilizes parking passes and gates.

- Overnight Guests: Get your hanging parking pass when you check-in with the hotel.
- Day Guests: Guests will need to pre-register their vehicles for both days using the link below or the QR code.
 - <https://www.offstreet.io/events/LD30BWPG>



LODGING

- Participants are responsible for making their own hotel reservation.
- MEA has a room block for the RA at the Kellogg Center for \$96.05 per night, AC Hotel Lansing for \$110.47 per night, Hyatt House Lansing East for \$110.47 per night, Courtyard by Marriott Downtown for \$168.37 per night, and Hyatt Place Lansing East for \$129.95 per night.
- Please be sure to secure your hotel reservation by the group room block deadline which is listed in the Hotel Reservations Info 2026.