

## **2008 REGIONAL LEADERSHIP CONFERENCES**

### **Expense Guidelines**

For purposes of the Regional Leadership Conferences, “region” shall refer to those states within the service assignment of NEA’s six regional directors.

The NEA shall underwrite each conference as follows:

1. Expenses for coffee service, meeting room rental (as necessary), consultants (as necessary) and other appropriate conference expenses.
2. Travel expenses (transportation, hotel, meals) shall be paid for members of the NEA Board of Directors, the six members of the NEA Executive Committee, state presidents, state vice presidents, and the allocated number of state/local leaders attending their respective Regional Leadership Conference, consistent with the existing travel expenses policies.
  - Airfare must be receipted and shall be reimbursed at the lowest available coach fare. Those who reside outside the contiguous 48 states may use business class travel for trips requiring in excess of seven (7) hours of flight time and first class travel for such trips only if business class travel is not available.
  - If automobile travel is used in preference to air travel, maximum reimbursement will be the cost of the lowest available coach airfare or the actual mileage (at 48.5 cents per mile or reimbursable at the IRS-stated rate), whichever is lower. When two or more conference participants travel together in a car, reimbursement will only be made to the driver.
  - Daily meal reimbursement is limited to \$73 per day, including tax and tip. When a meal function is scheduled in connection with the conference, that amount is reduced accordingly.
  - Hotel expenses are limited to a maximum of two nights.

The NEA will secure a block of sleeping rooms in the selected hotel facility and make all other necessary arrangements for the conference.

**NOTE:** To receive reimbursement for expenses, vouchers must be received within 60 days of the conclusion of the conference. Vouchers received later than 60 days may not be honored.