



MEA CONFERENCE REIMBURSEMENT POLICY

1. **APPROVAL OF ATTENDANCE:** In order for MEA to pay for an MEA Member to attend a CTA conference, the MEA Member must contact MEA at meaboard@gmail.com, to obtain MEA's approval for the attendance, prior to registering for the conference. The MEA Executive Board is responsible for approving conference attendance, subject to endorsement of the MEA Rep Council.
2. **REGISTRATION:** The MEA Member must register to attend the conference, on CTA's website, www.cta.org. Click on "**Professional Development**" in the menu bar, then "**Events**", then "**Conferences**".
3. **PAYMENT BY MEA:** In case of financial hardship, the MEA Member may request reimbursement in advance, from MEA, for the cost of the conference registration. The advance reimbursement of the conference fee by MEA, prior to conference attendance, will need to be approved by the MEA Exec Board. The MEA Member is required to attend all days and sessions of the conference, to qualify for prior reimbursement.
4. **REIMBURSEMENT:** After attending the conference, the MEA Member must submit the "**MEA Reimbursement Form**" (from the MEA Website, www.meaeducators.org), a copy of the CTA conference registration verifying payment by the MEA Member, all receipts, and a one-way Google map for mileage, to the **MEA Treasurer** for reimbursement. The MEA member must attend all days and sessions to obtain reimbursement from MEA.
See the MEA Standing Rules (on the MEA Website, www.meaeducators.org) for detailed information regarding MEA's reimbursement policy.
5. **CANCELLATION:** *In the case of not being able to attend the conference, the MEA Member **must contact CTA** and cancel the member's registration for the conference!!*

If the MEA Member has paid for the conference fee, the MEA Member **must** obtain reimbursement of the conference fee from CTA. If MEA reimbursed the MEA Member for the conference fee, prior to the conference, then the MEA Member will need to give the refunded conference fee from CTA, to MEA. The least expensive airfare from Southwest or JetBlue will only be reimbursed, if available, or an equivalent fare.

IMPORTANT! If the MEA Member does **not** contact CTA and cancel the member's registration and no conference reimbursement fee is received from CTA, then MEA Member will be responsible for paying back, to MEA, the conference fee that MEA paid CTA.

Any exclusion to this policy is subject to the decision of the MEA Executive Board.