

## CCIUEA Conference Funding Guidelines

### Lodging:

When attending a NEA, PSEA, or CCIUEA sponsored event, the cost for lodging should not exceed \$25.00 per night over the cost to stay in the organization's designated hotel. CCIUEA does not require that you share a room with a colleague. **We will reimburse one night prior and one night following the actual conference dates when you must travel a distance for the conference.**

- \* Pittsburgh House of Delegates: 3 nights maximum (Thursday-Saturday night)
- \* Philadelphia House of Delegates: 2 nights maximum (Thursday & Friday night)
- \* NEA-RA: 7 nights maximum (one night prior to PSEA's first caucus meeting through the end of the RA)

### Meals:

It is important that you document your actual expenses for meals each day. Please include receipts when submitting for reimbursement. **Daily meal reimbursement should not exceed \$75.00.** Exceptions may be made for high cost of living areas. (e.g. New York City, Los Angeles)

- \* **Alcoholic drinks cannot be included for reimbursement.**

### Travel:

**You are responsible for your own travel arrangements.** If traveling by car, keep track of your mileage for reimbursement. When booking flights, you may submit your statement for reimbursement prior to the event. CCIUEA will also cover any costs incurred with parking, tolls, airport shuttles, taxis, and baggage fees. CCIUEA will not cover the cost of valet parking.

### **Receipts are required for:**

1. Room
2. Travel costs
3. Meals

\*Please submit all receipts within 2 weeks of the end of the conference with a completed CCIUEA reimbursement form.