Expense Reimbursement Form

Monson Educators' Association, Inc. P.O. Box 486 Monson, MA 01057

MTA/NEA Conferences

Member Name:

MTA Number:

MEA Unit:

From:_____________________ To: ____________________ Sign-Up Start Date: __________

Purpose and/or Request Reasoning (explain how this will support the union):

By signing this request, you understand that if approved, reimbursement will not exceed $500. The final reimbursement amount will be divided equally among all Association members who request reimbursement for the same conference, and will not exceed the necessary spending amount after all money saving options have been exhausted. All reimbursements will be distributed as a lump sum.

To receive reimbursement for an MTA/NEA conference, this form must be submitted a minimum of thirty (30) days before the first day of sign-ups.

Indicate which MTA/NEA Conference you are attending for the benefit of the MEA (a majority of planned activities/events must be specific to the MTA):

MTA Summer Conference
MTA Winter Skills Conference
MTA ESP Conference
NEA Annual Meeting
NEA ESP National Conference
NEA National Leadership Summit

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MEA Member Signature Date

Approved by:

____

MEA Treasurer Signature Date

____ *MEA President Signature Date*

Reimbursement amounts will be re-evaluated and adjusted as needed at the start of each fiscal year according to Association fiscal budgets. Reimbursements are contingent upon account finances and ability.

Itemized Expenses

Please indicate the expenses for this event and attach receipts as appropriate.

Date	Description	Cost Per Unit (if applicable)	Total Item Amount
		Grand Total:	

Expenses may include: mileage, food, hotel, conference fees, etc.

Expense Savings

Please ensure that you have considered all of the below savings measures. Reimbursements will only be provided at the minimum expenditures. If any of the below conditions are available/accessible, the expectation is that they will be utilized.

- ➢ Carpooling
- ➢ Shared hotel rooms (if hotel rooms are necessary)
- ➢ Basic meals (alcohol will NOT be reimbursed)
- ➢ Taking advantage of free events
- ➢ Virtual meetings (if available, mileage and hotel costs will not be considered)

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