

# Walnut Valley Educators' Association

## Conference Purpose Statement

Walnut Valley Educators Association a professional organization is committed to training and in- servicing its membership in; representing its members in relations with their employer, supporting members in charge of governance, building leadership capacity, raising the standards for educational support professionals, provide a means of representation for ethnic-minority members, cultivate long term relationships with members, and supporting association visions and goals.

## Conference Objectives

The policy on attending conferences, workshops and seminars is designed in order to;

- Set a clear policy for WVEA members who wish to attend conferences, seminars and workshops
- Allocate budgeted resources to fund conferences, seminars and workshops
- Establish clear guidelines and eligibility for attending conferences
- Adhere to the governance policies of the association
- To ensure that all members are treated equally and the process for approving, funding are consistent and transparent.

## MEMBERSHIP EXPENSE REIMBURSEMENT POLICY

The rules governing the control for necessary expenses for WVEA members on Association Business must have prior authorization by the Executive Board and will be reimbursed as follows:

- Reimbursement for Registration; will be reimbursed upon checking into the conference thru CTA confirmation.
- Reimbursement for hotel/housing; all expenses for accommodations are the responsibility of the individual. Reimbursement for accommodations will be made per the CTA rate for the designated conference hotel(s).

Reimbursement shall include;

- If travel by auto results in an extra night hotel room, such charge is reimbursable.
- Other Travel or Conferences – Cost of a standard hotel room
- Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable
- Parking: Actual costs of airport parking and hotel parking excluding valet parking (when optional)

**Reimbursement for Travel** (Requires advanced approval from the Executive Board):

- PLANE: Actual, most economical coach fare purchased at least 21 days in advance (attach receipt)
- TRAIN or BUS or TAXI: Actual Fare (attach receipt)
- AUTO:
  - Standard IRS Business Mileage Rate
  - Mileage reimbursement will be calculated using the shortest highway route
  - Mileage reimbursement cannot exceed the cost of coach plane fare.
  - Toll roads and bridges reimbursed at actual cost

**Reimbursement for Meals (attach receipt)**

- Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA
  - Individual meal limit is \$40.00 including tax and tip
  - Actual amounts paid including tax and tip not to exceed \$70.00 per any one day
  - Receipts are required for all meal reimbursements of \$10.00 or more
  - Meals are defined as breakfast, lunch & dinner (includes beverage, excluding alcohol, dessert, tax & tip)
  - Maximum tip reimbursable percentage is 18%
  - Extra meals required by auto travel are reimbursable

**DEADLINE FOR FILING EXPENSE REIMBURSEMENTS:**

All expense reimbursements must be filed within thirty (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.

**APPEALS/DISPUTES/EXCEPTIONS:**

Members may on a timely basis appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make their determination on the appeal at its next regularly scheduled Board meeting.

## **Eligibility Criteria for General Membership requesting conference attendance**

1. WVEA member for at least one full year
2. Staff members who are due to retire are not eligible in their final year of employment
3. Regardless of eligibility, the maximum funding will be determined by the allocated funds from the current budget.
4. No more than two members per site may attend the same conference within the budgeted year.
  - Prior approval is needed from the Executive Board to attend all conferences, seminars, and workshops.
  - Conference reimbursement will only be made with prior Executive Board approval.

The following criteria will be used to determine eligibility:

- Current leadership involvement
- Relevance to teaching or leadership role
- Passed attendance- open to members first who have not attended in the past year.
- Conference attendance not to exceed one per year
- In the event that two or more people meet the conference criteria and are eligible for attendance a blind draw will be conducted.

### **Application Procedure:**

**An application must be made on the form - Application for Conference ( appendix A)**

**Must be submitted to the Executive Board at least one month before the event.**

# Appendix A Conference Application

## Conferences (select only one)

- Issues Jan. 20-22 Las Vegas       Good Teaching Feb. 3-6 San Jose
- Equity & Hum. Rts. Mar. 3-5 San Jose       Good Teaching Mar.17- 19 Garden Grove

**Member Name:** \_\_\_\_\_

**Site:** \_\_\_\_\_

### Contact Information:

Email \_\_\_\_\_

Phone \_\_\_\_\_

Other \_\_\_\_\_

First year of membership \_\_\_\_\_

Do you plan on retiring at the end of this school year?

Yes \_\_\_\_\_

No \_\_\_\_\_

Did you Attended this conference last year?

Yes \_\_\_\_\_

No \_\_\_\_\_

Your current leadership role \_\_\_\_\_

Your current teaching position \_\_\_\_\_

Are you currently a member of WVEA

Yes \_\_\_\_\_

No \_\_\_\_\_

