

## **2016 and 2017 NEA REPRESENTATIVE ASSEMBLY DELEGATE EXPENSE REIMBURSEMENT POLICY**

- State delegates will be funded at the rate of \$1,500 for actual expenses of room, board, tips, transportation and miscellaneous expenses.
- Cluster delegates will be funded at a rate of \$1,150 for actual expenses of room, board, tips, transportation and miscellaneous expenses.
- Delegates from local affiliates with 76 - 150 members will be funded at a rate of \$1,150 for actual expenses of room, board, tips, transportation and miscellaneous expenses.
- Delegates from locals with more than 150 members who are not state delegates will be funded at a rate of \$300 maximum (total amount available \$20,000) for expenses of room, board, tips, transportation and miscellaneous expenses. If the delegate spends more than the local funding, reimbursement will be made to the delegate up to the amount of the subsidy. If the local provided sufficient funding to cover the expenses of the delegate, then the local will receive the subsidy. In either situation, the local president will receive notification of the payment of the subsidy. Delegates must comply with the timelines and reimbursement procedures listed below. It shall be the responsibility of the local affiliate to monitor the submission of vouchers which impact reimbursement to the local affiliate.
- No single individual's total reimbursement from the state may exceed \$1,500.

For a delegate or local affiliate to receive reimbursement, the delegate must:

1. Correctly complete and file with the ISTA a statement of attendance form. These forms are provided on-site at the ISTA Office.
2. Correctly complete and file with the ISTA Expense Report(s) with receipts within 30 days following the meeting of the Assembly.
3. Submit to the ISTA a self-declaration (of a) report given to constituents.

Failure to provide the above documentation to the ISTA (150 W Market St. Suite 900, Indianapolis, IN) will result in loss of eligibility for future advances.

After 30 days following the close of the NEA Representative Assembly, members who have received a travel advance but have not submitted a correctly completed voucher will receive a letter which will indicate their loss of future travel advances, and that the Association will be forced to file a Form 1099 with the IRS indicating the amount as taxable income. (Note: we are required by law to do this or not be in compliance.) If the voucher is forthcoming, these steps will not be taken.

In the first week of December, a registered letter will be sent which will inform the member of the necessity for filing the 1099 and the possible tax consequences.

Appeals of denied vouchers, which apply to the above stated procedure, may be sent to the ISTA President for presentation to the ISTA Board of Directors Executive Committee. Appeals received after Aug. 15, 2016 and Aug. 15, 2017 will not be heard.