



**Kings Canyon Education Association Conference Reimbursement**

KCTA will reimburse the following expenses for those who attend conferences. Please attach a copy of the verification letter you or your chapter received if you attended the conference on a scholarship and all necessary receipts for reimbursement.

**Conference**

Cost of conference registration fees. (Attached receipt)

**Travel**

(1) PLANE: Actual, most economical coach fare (with receipt) and up to two checked bags (with receipt).

(2) TRAIN OR BUS: Actual fare (with receipt).

(3) AUTO: (a) The standard business mileage rate (67 cents, effective January 1, 2024) as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare. •

(4) AIRPORT SHUTTLE: KCTA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available. T

(5) PARKING: Actual costs of airport parking and hotel parking.

**Lodging**

Cost of 1-2 nights as deemed by the length of the conference (with a copy of the actual hotel bill as a receipt). Extra Hotel/Motel charges that are incurred due to auto travel are **not reimbursable**. Any personal charges such as laundry, valet, telephone calls, internet, or other incidentals are **not reimbursable**.

**Meals**

The actual amount, including tax and tip, for days in which meals are not provided by CTA/Conference. Amount shall not exceed \$75 per day. All meals costing more than \$35 must be accompanied by an itemized receipt. Any extra meals that are required due to travel are **not reimbursable**.

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date and Location of Conference: \_\_\_\_\_

Name of Conference: \_\_\_\_\_ KCEA Scholarship: \_\_\_Yes \_\_\_No

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
<b>Date</b>								
<b>Breakfast</b>								
<b>Lunch</b>								
<b>Dinner</b>								
<b>Conference Fee</b>								
<b>Lodging</b>								
<b>Shuttle</b>								
<b>Airfare</b>								
<b>Auto Mileage \$</b>								
<b>Parking</b>								
<b># of Miles</b>								
							<b>Total Due \$</b>	

Signature of Conference attendee \_\_\_\_\_