

NCTE Affiliate Leadership Meeting Cost-Estimation Worksheet

This cost-estimation worksheet for NCTE Affiliates will help you compute the costs of attending the Affiliate Leadership Meeting. As you plan for your representation at the meeting, please consult the Affiliate Leadership Meeting Attendee Policy at <http://www.ncte.org/library/NCTEFiles/Groups/Affiliates/LeadershipConfPolicy.pdf>

NCTE reimburses affiliate representatives in cost-sharing regions (Regions 1, 3, 7, 8 in odd years and Regions 2, 4, 5, 6 in even years) based on the Affiliate Leadership Meeting Reimbursement Policy at <http://www.ncte.org/library/NCTEFiles/Groups/Affiliates/ReimbursementPolicy.pdf>. Representative from cost-sharing regions will receive a reimbursement voucher a few weeks before the meeting. They may submit the voucher (with receipts) for reimbursement after the meeting.

NCTE does *not* reimburse Affiliate Representatives who are from outside that year's cost-sharing regions and, *in addition*, those representatives must pay a registration fee. This is also true for extra (5 or more) in-region affiliate representatives.

Note: Hopefully affiliates will reimburse their leader(s) for expenses not paid for by NCTE.

Expense item	Initial full cost	NCTE <i>cost-sharing</i> amount to be reimbursed after the meeting	NCTE <i>NON-cost-sharing</i> amount to be reimbursed after the meeting + costs	Your final cost
Transportation: If flying (or taking train or bus): ticket cost + parking or transportation at/to airport or station + transportation to hotel. If driving: .45 per mile + tolls + parking at the hotel		NCTE reimburses 1/3 of transportation	No reimbursement for transportation.	
Some meals during meeting: Friday break and dinner; Saturday continental breakfast, lunch, and breaks; and Sunday continental breakfast and break.		NCTE pays for some meals—see those listed.	The registration fee for affiliate representatives from non-cost-sharing regions covers these meals.	
Meals Traveling to and from Meeting.		NCTE only reimburses 1/3 of cost of the Sunday lunch.	No reimbursement.	
Other Meals		No reimbursement for Saturday night dinner on your own.	No reimbursement.	
Hotel costs		NCTE reimburses 1 night's room and taxes (if you share a room, NCTE reimburses the cost for your share of a room for one night).	No reimbursement.	
Registration Fee		No registration fee for affiliate representatives from cost-sharing regions.	Affiliate representatives from non-cost-sharing regions or extra in-region representatives pay a registration fee to attend the meeting.	

