

REIMBURSEMENT POLICY FOR AFFILIATE REPRESENTATIVES

NCTE will reimburse the individual cost of one night's lodging (Friday or Saturday) per attendee outside of commuting distance to the Affiliate Leadership Conference. If you share a room with another, NCTE only reimburses you your portion of the cost of the room. If you bring along a friend or family member, you are responsible for the difference in price between a single room and a larger room. It is assumed that the affiliate will pay for the additional night's lodging.

NCTE will provide most meals at the conference: afternoon break and dinner on Friday evening, continental breakfast, lunch, and breaks on Saturday; continental breakfast and break on Sunday. NCTE will reimburse 1/3 of Sunday lunch. It is assumed that the affiliate will reimburse representatives for other meals en route to and from or during the conference (this includes the Saturday "on our own" dinner).

NCTE will reimburse 1/3 of your travel to and from the conference--based on \$.45/mile plus tolls and parking for drivers or the air/rail/bus ticket price plus ground transportation for air/rail/bus travelers. It is assumed that affiliates will reimburse the remaining travel expenses. **Please make your travel plans around the times given for the general agenda—plan to arrive at the hotel two hours before the meeting begins and not to travel out sooner than two hours after the meeting ends.**