

## **NCTE Affiliate Leadership Meeting Reimbursement Policy for Affiliate Representatives Who Are Members of NCTE**

**NCTE will reimburse the individual cost of one night's lodging** (Friday or Saturday night) per attendee outside of commuting distance to the Affiliate Leadership Meeting. If you share a room with another, NCTE only reimburses you for 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. We hope that the affiliate will pay for the additional night's lodging.

**NCTE will provide most meals at the conference:** Friday night dinner, continental breakfast and lunch on Saturday and continental breakfast on Sunday. NCTE will reimburse 1/3 of Sunday lunch. We hope that the affiliate will reimburse representatives for other meals en route to and from or during the meeting (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. We hope that affiliates will reimburse the remaining travel expenses. **Please make your travel plans around the times given on the agenda--allow 45-60 minutes travel between the hotel and the airport or train or bus station, and for your return if you're flying, plan to arrive 1 ½ hours prior to your flight.**