

GUILFORD EDUCATION ASSOCIATION

President – Regina Sullivan

Vice Presidents – Lynn Curtis & Jim Colandrea

GEA Expense Reimbursement Policy

Guilford Education Association (GEA) will reimburse the cost of association related expenses provided an itemized and dated receipt is submitted along with an expense reimbursement form. All reimbursements requests must be submitted within six months of the expense.

Specifics:

Board of Education Meetings: GEA members may receive reimbursement for either a meal (totaling no more than \$15) **OR** mileage from their house to the meeting site (no more than \$15) for attending a Board of Education meeting at the request of the association. Alcoholic beverages are NOT qualified to be reimbursed.

Conferences: GEA members may receive reimbursement for mileage when attending CEA or NEA sponsored or endorsed conferences.

Representative Assemblies:

CEA/RA: GEA members chosen to attend the CEA/RA may receive reimbursement for mileage to and from the assembly and lodging costs (must be double occupancy in standard room), and dinner on the first night of the assembly. Representatives must submit itemized and dated receipts for all expenses. Alcoholic beverages are NOT qualified to be reimbursed.

NEA/RA: Association members chosen to attend the NEA/RA may receive reimbursement according to the CEA protocol set forth each year. The reimbursement amount may not exceed the maximum set by CEA. Representatives must fill out a daily log expense voucher and include receipts for all charges over \$40.00. Representative will be given an advance on funds prior to attending the NEA/RA, but must return the balance if expenses are less. Alcoholic beverages are NOT qualified to be reimbursed.

County Council Meetings: The GEA will pay the cost of both meal and mileage for members wishing to attend County Council meetings.

All other expenses are to be reviewed by the treasurer and are subject to the GEA executive board approval.