

Gilroy Teachers Association CTA Conference Reimbursement Procedures

Please carefully read the following information regarding conference expense reimbursement.

Members will initially be responsible for their own expenses (registration fees, lodging, airfare or mileage, meals, parking, etc.). Reimbursement will occur through submission of a Member Expense Statement with the appropriate receipts attached (photographs or scanned receipts are acceptable). Expenses without an itemized receipt will not be reimbursed.

Conference Approval

Members must submit a [Conference Reimbursement Approval Form](#), including estimated expenses, prior to registering for a conference and at least 3 weeks prior to the conference registration deadline. Only CTA conferences are eligible for reimbursement.

Conference Reimbursement Approval Forms will be reviewed and voted on by the executive board. Approval will be based on cost, availability of funds, and prior conference approvals for the same member. The executive board may vote to approve full, partial, or no reimbursement of expenses.

Members will be notified of conference expense reimbursement approval by the GTA President within 2 weeks of form submission.

Submitting Expenses

Members must complete and submit the [Member Expense Statement](#) and all corresponding receipts no later than 30 days after the last day of the conference for which they are requesting reimbursement. Completed Member Expense Statements and scanned receipts must be emailed to both the GTA President and Treasurer.

The Member Expense Statement and reimbursement check will be returned to the member within 30 days of submission to the President and Treasurer.

Conference Fee Reimbursement

GTA will reimburse the cost of conference registration for approved conferences.

Travel Expense Reimbursement

PLANE - GTA will reimburse the actual cost of the most economical coach fare available on the day of travel to and from the destination (with receipt), including one carry on and one personal

item. For travel in excess of 3 nights/4 days, or in extenuating circumstances approved in advance, GTA will reimburse the cost of one checked bag (with receipt).

AIRPORT SHUTTLE - GTA will reimburse the cost of transportation between the airport and conference venue via Uber, Lyft, or taxi when no complimentary airport shuttle is available. You are encouraged to coordinate with other attendees to share the ride.

AUTO - GTA will reimburse the standard business mileage rate (67 cents, effective January 1, 2024) as set by the Internal Revenue Service for transportation expenses roundtrip between the member's home address and the conference venue. GTA encourages members to share transportation when possible. Mileage reimbursement cannot exceed the cost of coach plane fare. GTA will not reimburse the cost of renting a car.

PARKING - GTA will reimburse the actual cost of the most economical parking available at the conference venue/hotel for the days of the conference.

Lodging Expense Reimbursement

GTA will provide lodging expense reimbursement only if it would be unreasonable for the member to travel to and from the conference each day. Reimbursement will be for ½ the cost of a double-occupancy hotel room at the CTA group rate. Members in single-occupancy rooms must pay the difference, except for extenuating circumstances approved in advance by the executive board.

GTA will reimburse members for the cost of housing for the night prior to and the night after the conference only if the conference start/end times and travel time would make it unreasonable for the member to travel to/from the conference on the same day.

Meal Expense Reimbursement

GTA will reimburse members for the actual cost paid for meals, including tax and tip, not to exceed \$80.00 for any one day, except for days when meals are provided at the conference. Itemized receipts are required for all meal reimbursement.

For days on which some meals are provided by the conference or hotel, GTA will reimburse the actual cost paid for meals, including tax and tip, for any meals not provided, not to exceed the following:

- Breakfast - \$15.00
- Lunch - \$25.00
- Dinner - \$40.00