

SSEA Conference Guidelines

Arranging for a Conference

- Conference attendance **should be approved in advance** by the SSEA representative council. Those seeking approval should present a cost estimate to the council.
- Once approved, the member should make arrangements (a) himself or herself, if the member is comfortable waiting for reimbursement, or (b) with the assistance of the treasurer or president, if the member would prefer to have SSEA pay for lodging and tuition directly.
- If there is a group planning to attend, it may be better to reserve rooms and/or pay tuition collectively.
- Only dues-paying SSEA members in good standing are eligible for conference assistance.

Travel

- Do not submit gas receipts. The current mileage reimbursement rate is \$0.70 per mile (with total mileage calculated using the shortest highway route).
- If more than one member will be attending the same conference, whenever possible and within reason, conference attendees should carpool to the event.
- Tolls, parking fees, taxi fares, and ride-sharing fares (Uber and Lyft) associated with attendance at a conference will be reimbursed at actual cost. Submit receipts. (SSEA will not cover such expenses if they relate to personal activities during a conference.)

Lodging

- If more than one member will be attending the same conference, attendees are expected to share double-occupancy rooms. If the attendee would prefer to room alone or to invite significant others to join him or her, SSEA will reimburse the attendee for half of the cost of the double-occupancy room.
- Personal charges – snacks, pay-per-view movies, etc. – are not reimbursable.
- Submit a receipt/invoice for your lodging.

Meals

- Conference attendees are expected to take advantage of the meals provided as part of the conference. If the attendee purchases a meal when one is provided, this meal is not eligible for reimbursement.
- For meals not provided as part of the conference, you do not need to submit receipts. SSEA will reimburse you at the following rates:
 - Breakfast \$16.00
 - Lunch \$18.00
 - Dinner \$30.00
- Within reason, food expenses incurred during travel to and from the conference will be reimbursed at the above rates.