

NEBRASKA STATE EDUCATION ASSOCIATION  
605 SOUTH 14<sup>TH</sup>.  
LINCOLN, NEBRASKA 68508

**2019 NSEA U EXPENSE VOUCHER**

**PLEASE RETURN BY: July 31, 2019**

PLEASE PRINT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

Local Name: \_\_\_\_\_ NSEA District: \_\_\_\_\_

**Dates : July 16, 2019 - July 18, 2019**

**Hotel :** \$62.45 per night \$ \_\_\_\_\_

**\*\*YOU MUST ATTACH HOTEL RECEIPT\*\***

**Mileage :**

\$25 per 100 miles of travel \*

Total Miles\* = \_\_\_\_\_ \$ \_\_\_\_\_

0-100 miles = \$25	101 – 200 miles = \$50
201-300 miles = \$75	301 – 400 miles = \$100
401-500 miles = \$125	501 – 600 miles = \$150

\*Round trip from participant’s home address to Innovation Campus

**Total Expenses \$ \_\_\_\_\_**

Payee’s  
Signature \_\_\_\_\_ / \_\_\_\_\_  
Date

Authorizing  
Official \_\_\_\_\_ / \_\_\_\_\_  
Date

**PARTICIPANT EXPENSES FOR NSEA U 2019**

See Expense Policy on Reverse Side of Voucher. Vouchers postmarked after July 31, 2019 will need approval of the NSEA President to be paid. Vouchers postmarked after August 10, 2019 will NOT be accepted.

## **Expense Policy**

NSEA will reimburse local association participants who attend the NSEA U for the following expenses:

1. Lodging for **PARTICIPANTS WHO WILL STAY AT THE HOST HOTEL**: NSEA will reimburse conference participants \$62.45 per night. A paid hotel receipt must be attached to your expense voucher. NSEA will reimburse for conference participants only and **not** for other family members or guests. To be good stewards of NSEA Funds, conference participants who live within 100 miles of the hotel will not be reimbursed for hotel costs.
2. Mileage for **ALL PARTICIPANTS**: NSEA will reimburse for round-trip mileage from the participants home address to the conference site (2021 Transformation Drive, Lincoln, NE) and return at the rate of \$25 per 100 miles traveled. This reimbursement is only to those participants who actually drive. If you ride with someone, you are not eligible to receive a mileage reimbursement. Participants are encouraged to share rides if possible.

## **Reimbursement Procedures:**

When you register at NSEA U, you will receive an NSEA expense voucher. It is important that you complete the voucher and return it to NSEA by July 31, 2019.

The completed voucher for those who stayed at the hotel must include the actual miles driven round trip from the participants home address, **and a receipt for your hotel room.**

Those who did not stay at the hotel must include the actual miles driven round trip from the participants home address.

Mail the voucher and receipts by July 31, 2019 to:

NSEA  
NSEA U Expenses  
605 South 14th Street  
Lincoln, NE 68508

Vouchers postmarked after July 31, 2019 will need approval of the NSEA President to be paid. Vouchers postmarked after August 10, 2019 will **NOT** be accepted.