

NEBRASKA STATE EDUCATION ASSOCIATION
605 SOUTH 14TH.
LINCOLN, NEBRASKA 68508

2021 NSEA University EXPENSE VOUCHER

PLEASE RETURN BY: July 31, 2021

PLEASE PRINT

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

Local Name: _____ NSEA District: _____

Dates : July 13, 2021 – July 15, 2021

Hotel : \$65.00 per night \$ _____

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

Mileage :

Total Miles* = _____ \$ _____

*Eligible miles include roundtrip from your home address to Innovation Campus in Lincoln.
YOU MUST SIGN IN AT REGISTRATION EACH DAY OF THE CONFERENCE FOR YOUR VOUCHER TO BE HONORED.

Total Expenses \$ _____

Payee's
Signature _____ / _____
Date

Authorizing
Official _____ / _____
Date

PARTICIPANT EXPENSES FOR NSEA University 2021

Expense Policy

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

1. Lodging for **PARTICIPANTS WHO LIVE MORE THAN 60 MILES FROM Innovation Campus** (2021 Transformation Drive, Lincoln, NE): NSEA will reimburse conference participants \$65.00 per night. A paid hotel receipt must be attached to your expense voucher. To be good stewards of NSEA Funds, NSEA members who live within 60 miles of Innovation Campus will not be reimbursed for hotel costs. Members are responsible to make their own hotel reservations.
2. Mileage for **ALL PARTICIPANTS**: NSEA will reimburse for round-trip mileage from the participant's home address to the conference site (2021 Transformation Drive, Lincoln, NE) and return at the IRS rate. The mileage reimbursement is only to those participants who actually drive to NSEA University. 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, 2021.

The completed voucher for those who stayed at the hotel must include the actual miles driven round trip from the participant's home address, **and a receipt for your hotel room.** Participants eligible for hotel rooms are responsible for making their own hotel reservations.

Those who did not stay at the hotel must include the actual miles driven round trip from the participant's home address to Innovation Campus.

NSEA Conference Participants must sign in at NSEA University registration at Innovation Campus each day in order to be eligible for reimbursement.

Mail the voucher and receipts by July 31, 2021 to:

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

Vouchers postmarked after July 31, 2021 will need approval of the NSEA President to be paid. Vouchers postmarked after August 10, 2021 will **NOT** be accepted.