

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

**2022 NSEA U EXPENSE VOUCHER**

**PLEASE RETURN BY: July 31, 2022**

PLEASE PRINT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

**Dates : July 12, 2022 – July 14, 2022**

**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.  
Note: YOU MUST CHECKIN EACH DAY AT REGISTRATION TABLE OF THE CONFERENCE FOR YOUR VOUCHER TO BE HONORED.

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

Payee's  
Signature \_\_\_\_\_ / \_\_\_\_\_  
Date

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

See Expense Policy on Reverse Side of Voucher. Vouchers postmarked after July 31, 2022 will need approval of the NSEA President to be paid.  
Vouchers postmarked after August 10, 2022 will **NOT** be accepted.

## PARTICIPANT EXPENSES FOR NSEA U 2022

### 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, 2022.

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, 2022 to:

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

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