

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

Uniting Generations: NSEA Educator Development Conference

PLEASE RETURN BY: April 5, 2024

PLEASE PRINT

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

Local Name: _____ NSEA District: _____

Dates : March 23, 2024

Hotel : Half of Room Cost (including taxes) for One Night \$ _____

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

Mileage :

Total Miles* = _____ @ 67 Cents per Mile \$ _____

*Round trip from participant's home address to Crowne Plaza Kearney

Total Expenses \$ _____

Payee's

Signature _____ / _____
Date

Authorizing

Official _____ / _____
Date

PARTICIPANT EXPENSES FOR THE EDUCATION IMPERATIVE

Expense Policy

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

1. Lodging for **PARTICIPANTS WHO LIVE MORE THAN 60 MILES FROM the Crowne Plaza Kearney – 707 W Talmadge Rd, Kearney, NE 68845**: NSEA will reimburse conference participants half of the room cost 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 Crowne Plaza Kearney 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 (707 W Talmadge Rd, Kearney, NE 68845) and return at the IRS rate. The mileage reimbursement is only to those participants who actually drive to Uniting Generations. 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 Uniting Generations, you will receive an NSEA expense voucher. It is important that you complete the voucher and return it to NSEA by April 5, 2024.

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 Crown Plaza Kearney.

Mail the voucher and receipts by April 5, 2024 to:

NSEA
NSEA Spring 2024 Conference Expenses
605 South 14th Street
Lincoln, NE 68508

Vouchers postmarked after April 5, 2024 will need approval of the NSEA President to be paid. Vouchers postmarked after April 23, 2024 will **NOT** be accepted.