

MTA Conference Policy

1. Members of the Modesto Teachers Association Board of Directors, committee chairs, and members of MTA standing committees may request funding to attend conferences that benefit the work they do for the Association by a vote of the Board of Directors.

Eligible conferences may include, but are not limited to, any conference sponsored by CTA or NEA. We recognize that there are times that valuable training and information that benefits the Association may be available from other sources such as the Morningstar Investment Conference.

2. Members of the Modesto Teachers Association who do not serve on a committee or the BOD may request funding to attend a conference using the following protocol but are still subject to approval by the MTA Board of Directors.

- The conference must be sponsored by CTA or NEA.
- The request must be made in writing to the MTA Board of Directors at least 30 days prior to the conference.
- The attendee will be required to give a presentation based on the training or information received at the conference to the BOD or membership, at the discretion of the BOD, within 3 months of the conference.
- If the obligation to give a presentation to the membership or BOD is not met, the member will be responsible for reimbursing Modesto Teachers Association for the cost of their trip.
- If the member fails to reimburse the Modesto Teachers Association within 60 days of notification that they have not met their obligation, a form 1099 will be issued by the Modesto Teachers Association, and the member will need to report the cost of the trip as income to the IRS.
- Modesto Teachers Association will reimburse the cost of registration for the conference, with a receipt.
Modesto Teachers Association will reimburse for the cost of a private room, with a receipt.
- Modesto Teachers Association will reimburse for the cost of meals that are not provided as part of the conference at the rate of \$100.00/day. (\$25 for breakfast, \$30 for lunch, and \$45 for dinner)
- Modesto Teachers Association will reimburse for mileage at the current IRS rate or airfare, whichever is the lowest cost.
- Modesto Teachers Association will only reimburse for coach rate air travel and only when air travel is necessary, with a receipt.
- Modesto Teachers Association will reimburse for parking, with a receipt.

- If travel by air is necessary, Modesto Teachers Association will reimburse for cab fare from the airport to the hotel and back, when a free shuttle is not available, with a receipt.
- Members attending the same conference are encouraged to carpool.
- All receipts **must be submitted** to the MTA office within 30 days of the last day of the conference.
- **Failure to submit receipts within 30 days of the last day of the conference will result in no refund to the member.**