

**NEBRASKA STATE EDUCATION ASSOCIATION**  
Ethnic Minority Affairs Committee Conference/Travel Application

(Please print or type the information)

NAME: \_\_\_\_\_ LOCAL ASSN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                    Street                      Apt #                      City                      Zip Code

TELEPHONE: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

**ETHNIC ID:**

- American Indian/Alaska Native
- Asian/Pacific Islander
- Black
- Caucasian
- Hispanic
- Other \_\_\_\_\_

**EMPLOYMENT:**

- Elementary
- Middle/Jr. High
- Secondary
- Higher Ed
- ESP
- Retired

Name of Conference: \_\_\_\_\_

Organization Sponsoring Conference: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Conference Dates: \_\_\_\_\_

Please estimate total cost for the conference \$ \_\_\_\_\_ (Include registration fees, transportation costs, hotel costs, and meals not included with the conference, as well as tips)

Amount of funding requested: \_\_\_\_\_

Amount of advance requested: \_\_\_\_\_

Are you receiving funding assistance from another organization?  Yes  No

If yes, which organization? \_\_\_\_\_

I am willing to be considered as an alternate for this conference  Yes  No

Briefly describe how you anticipate using the information from this conference:

\_\_\_\_\_  
\_\_\_\_\_

My submission of this application indicates that I agree to the following provisions:

- I will attend all sessions/meetings at the conference. Failure to do so may result in the forfeiture of expense reimbursement.
- I will submit vouchers and receipts for all actual expenses within 20 days of the last day of the event for which the expenses were incurred and shall return any unused portion of any advance I have received.
- Following the conference, I will submit a brief written report to the EMAC Chairperson. Failure to submit a written report may result in the denial of future travel requests.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EMAC Chair

\_\_\_\_\_  
Staff Consultant

## **NSEA/EMAC TRAVEL AND EXPENSE GUIDELINES**

### **Purpose:**

All ethnic minority NSEA members are welcome and encouraged to apply for funding to attend national conferences that deal with minority issues. NSEA/EMAC is funded through Association dues money. The governance of NSEA and NSEA/EMAC has a responsibility to use the Association's resources in a prudent and efficient manner. The management of NSEA is accountable to the Association's membership for the stewardship of the organization's funds. To fulfill this responsibility, NSEA and NSEA/EMAC may request additional documentation where necessary to substantiate travel expenses, and to deny reimbursement for expenses which are outside the intent of the guidelines.

### **Frequency Limitation:**

Members are limited to one request per association year (or two requests if one request is to attend NEA's Representative Assembly as a delegate). Requests must be submitted no more than 90 days prior to the event and no less than 30 days prior to the event.

### **Application Process:**

The process to attend a conference with EMAC funding includes these steps:

1. Apply to EMAC Chairperson by completing EMAC Travel Application and submitting information about the conference such as a registration form or brochure.
2. Realize that EMAC funding is limited to \$1,000 per request.
3. Funding is limited to three members per event. If more than three members request funding for the same event, funding will be awarded to the first three members who have submitted requests.
4. Attend all conference sessions/meetings. Failure to do so may result in the forfeiture of expense reimbursement.
5. Submit voucher with receipts, and return any unused portion of any advanced funds.
6. Submit written report to the EMAC Chairperson following the Conference. Failure to submit a written report may result in denial of future travel requests.

### **Vouchers:**

Vouchers are to be prepared and submitted within twenty (20) days of the last day of the event for which the expenses were incurred. Social security numbers must be included on the vouchers.

Vouchers are official documents. By placing one's signature on the voucher, an individual has attested that the expenses listed are a true and complete representation of actual costs incurred, and that they correspond to the events of the business trip.

Expenses for the following must be accompanied by a receipt: actual air transportation, hotel room, meals that are not provided at the conference, taxi expenses, airport shuttles, parking fees at the airport, and toll charges. Miscellaneous expenditures included on the voucher form also require a receipt.

### **Travel Regulations:**

All air travel, car rentals, and lodging must be approved in advance. Original receipts are required. If an item such as hotel or airfare has been direct billed to the NSEA, please indicate such on the voucher. Attach the bill and original passenger coupon (ticket receipt) to the voucher. If the member chooses to drive his/her own auto, he/she will be reimbursed at the lowest economical airfare or actual mileage, whichever is less.

Taxi and shuttle expenses should be reported and the purpose of the trip indicated on the voucher form. Taxi expenses incurred to dine at restaurants of choice will not be allowed where alternative dining of closer proximity is available.

Other business travel related expenses should be reported on the voucher. Attach receipts for skycaps, not to exceed \$1/bag/day, and housekeeping tips, not to exceed \$2/day.

**Meals:**

Meals will be reimbursed at actual cost, including tax and gratuities. All meal expenses must be accompanied by a receipt.

When a group meal/banquet is provided as part of the conference, no reimbursement is allowed for other meals.

**Travel Advances:**

Travel advances should be approximate anticipated out-of-pocket expenditures. An advance must be cleared upon return from the trip by submitting a travel expense voucher and remitting any unused monies within twenty (20) days of the last day of the event for which the expenses were incurred. An advance will not be issued if an earlier advance remains outstanding.

Advances which have not been cleared by the traveler, after reasonable efforts by the NSEA or NSEA/EMAC management to collect the documentation, will be reported to the Internal Revenue Service as a non-employee compensation on the Miscellaneous Income Tax Form 1099.