



Every Child, Every Chance, Every Day

To: Beacon Teachers Association Members
RE: Conference Pre-Approval and Reimbursement

November, 2009

Dear BTA Member,

Thank you for donating your time and participating in a BTA approved conference. Your commitment and dedication will help us move forward together as a local unit, a state unit, and a national unit. Included in this packet are the forms and regulations for you to complete in order to be reimbursed for the expenses you will incur.

First, you must fill out the pre-approval form and submit it to the BTA Treasurer to get approval from the BTA officers. Please list all approximate expenses to the best of your knowledge and the union days that will be required to participate in the conference. **Upon your return, the reimbursement form must be filled in and submitted with all receipts. At this time payment for reimbursement will be made.**

The following is a list of expenses that the BTA will cover:

Hotel: The BTA will cover all expenses related to staying for the conference. If you choose to stay longer YOU are required to pay for the extra nights. The BTA requests that when multiple members are going to the same conference that same gender members share the cost of a hotel room. If a special situation arises that would require you to have your own accommodations, you must get prior approval from the President.

Food: Food will be reimbursed by the BTA at no more than \$60 a day. This will not include alcoholic beverages. You must submit all receipts when you return to receive reimbursement.

Transportation: The BTA will cover the cost of transportation to and from the conference and while at the conference. If you choose to drive, please submit the miles driven and they will be reimbursed at the current IRS rate. Miles driven to other non-conference related activities will not be reimbursed. If you travel by train or airplane the BTA will cover the cost of coach tickets. Any upgrade in tickets is the responsibility of the member. If a special situation should arise that an upgrade is unavoidable or necessary, prior approval of the President is required. All receipts for taxi service related to the conference must be submitted when you return and you will be reimbursed.

Miscellaneous expenses: All miscellaneous expenses must have prior approval of the President.

We hope you have a wonderful time at your conference and are looking forward to hear what you learned upon your return.

Sincerely,

The BTA

101 Matteawan Road
Beacon, NY 12508
<http://beaonteachers.org>

President: Kim Atwell
Vice President: Diane D'Uva
Treasurer: Jeff Matus
Secretary: Dawn Clemens

BTA Conference Pre-Approval Form

Name:	Building:
Name of Conference:	
Dates of Conference:	
Number of Union Days Requested:	

Hotel Cost:		
# of Nights	Cost Per Night	Total

Transportation:	
Method	Cost
Airplane	
Car (miles X rate*)	
Train	
Taxi/Shuttle	

Food:	
Approximate Food Total (# of days x \$60)	

Miscellaneous Expenses:	
(Please explain)	
Total:	

Approximate total cost of conference:

Please submit prior to conference to the BTA Treasurer for approval by officers.

*Please check with school office for current rate

BTA Conference Reimbursement Form

Name:	Building:
Name of Conference:	
Dates of Conference:	
Number of Union Days Used:	

Hotel Cost:		
# of Nights	Cost Per Night	Total

Transportation:	
Method	Cost
Airplane	
Car (miles X rate)	
Train	
Taxi/Shuttle	
Total:	

Food:		
Date	Meal	Cost
Total:		

Miscellaneous Expenses:
(Please explain)
Total:
Grand Total:

You must submit all receipts for all expenses to receive reimbursement.