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NCTE Affiliate Leadership Meeting Reimbursement Policy for Affiliate Representatives Who Are Members of NCTE

NCTE will reimburse the individual cost of one night's lodging (Friday or Saturday night) per attendee outside of commuting distance to the Affiliate Leadership Meeting. If you share a room with another, NCTE only reimburses you for your portion of the cost of the room. If you bring along a friend or family member, you are responsible for the difference in price between a single room and a larger room. We hope that the affiliate will pay for the additional night's lodging.

NCTE will provide most meals at the conference: Friday night dinner, continental breakfast and lunch on Saturday and continental breakfast on Sunday. NCTE will reimburse 1/3 of Sunday lunch. We hope that the affiliate will reimburse representatives for other meals en route to and from or during the meeting (this includes the Saturday "on our own" dinner).

NCTE will reimburse 1/3 of your travel to and from the conference--based on \$.45/mile plus tolls and parking for drivers or the air/rail/bus ticket price plus ground transportation for air/rail/bus travelers. We hope that affiliates will reimburse the remaining travel expenses. **Please make your travel plans around the times given on the agenda--allow 45-60 minutes travel between the hotel and the airport or train or bus station, and for your return if you're flying, plan to arrive 1 ½ hours prior to your flight.**