CSEA Funding Guidelines for Conferences

STATEMENT OF PHILOSOPHY – It is the intent and desire of CSEA to adequately and reasonably fund persons who attend approved conferences and to afford as many members as possible the opportunity to attend conferences within the parameters of the CSEA adopted budget.

CSEA requires its members to use sound financial and professional judgment and return any advanced funds not used for actual expenses.

CSEA will not cover any expenses over the approved amount except in emergencies of hardship situations approved by the Executive Committee. Participants are expected to represent CSEA at all sessions of approved conference. A lack of participation in the funded event is cause for denial.

FUNDING GUIDELINES

The Funding Guidelines have been adopted by the CSEA Board of Directors. ***Failure to follow the funding guidelines will result in the recipient being ineligible for funding for thirteen months.*** Predetermined amounts will be based on that of CEA funding advances, or as determined by the CSEA President.

To receive a Funding Advance, a participant must sign and return a payroll deduction form. The form will only be used if procedures outlined in Section A below are not followed. Each funding advance will be accompanied by an expense record sheet, a letter of explanation and these funding guidelines.

Failure to complete expense sheets according to these guidelines will result in returning the expense sheet to the conference attendee for correction and may result in failure to meet the thirty (30) day deadline, as determined by the Executive Committee.

A. Expense Sheet Guidelines:
   - Receipts must be submitted for all expenditures and all travel and lodging costs.
   - Travel of lodging paid by other sources shall be noted on the expense sheet.
   - Vouchers and unused funds must be submitted in the form of a personal check, money order, or bank check to CSEA within thirty (30) days from the last day of the conference. CSEA can not accept cash.
   - ***If voucher is not received within thirty (30) days, the payroll deduction will commence.***
   - CSEA will pay any amounts due to participants within thirty (30) days of receiving a completed expense sheet.

B. Lodging:
   - CSEA will fund the total cost of a double occupancy room to be shared by two conference attendees from CSEA.
   - If a participant chooses to have a private room, the participant is responsible for the additional cost of that room.
   - If there is no roommate available for a double room, a third roommate may be assigned to an existing double.
   - Any exceptions must be approved by the President.
   - A participant may not voucher phone calls, room service in excess of the designated meal allowance rate, room movies, or room refreshments in their lodging costs.

C. Conference and Registration Fees:
   - CSEA will pay the entire cost. This is normally done through the CSEA office.
   - If a participant is unable to attend, he / she should contact CSEA as soon as possible so the Association can obtain a refund or replacement.
   - In order to be fiscally accountable to our members, participants who do not attend and who do not contact CSEA may be held liable for registration and conference fees at the discretion of the Executive Committee, and may be denied funding for future conferences.

D. Meal Allowances:
   - The President of CSEA will establish an amount for daily meals, depending on the location of the conference and meals being provided.
   - Participants will receive 100% of the allocated amount in advance.
   - Food tips are included in the funded amount and must be indicated on the receipt.
   - Food receipts and the unused meal allowance funds returned must equal the total funding for meals, not including miscellaneous.
   - Do not include snack items (water, ice cream, candy, coffee bar) in this section.
   - Participants may purchase up to one alcoholic beverage with their CSEA per diem meal allocation.

E. Miscellaneous Expenses:
   - Participants will be advanced an amount equal to 10% of the daily meal allowance for miscellaneous expenses.
   - Receipts are not required for these expenses.
   - Please do not submit any meal receipts for this section.

F. Travel Expenses:
   - Airfare: Unless otherwise advised by CSEA, participants are responsible for making their own travel arrangements. CSEA will fund an amount equal to coach class air fare as determined by the President of CSEA or as comparable to CEA funding advances. Any participant wanting to alter travel arrangements or make arrangements in excess of the determined amount must do this on their own and incur any additional costs. Emergency expenses may be submitted to the Executive Committee for approval.
   - Mileage: If a participant chooses to drive, he / she will receive up to the airfare amount as reimbursement for mileage. In the case of an in-state conference, a driver will receive the full current IRS mileage rate only if the driver transports another conference participant, if one is available. A participant who chooses to drive alone will receive 50% of the current IRS mileage rate per mile.
   - Ground Transfer Fees: CSEA will fund ground transfer fees to and from the airport, and public transportation costs to and from the conference, as estimated by the President of CSEA, excluding rental cars unless prior arrangements have been approved by the President.

Individuals receiving funding from CSEA may be required to electronically submit to CSEA a brief summary of the conference within thirty (30) days from the last day of the conference. Failure to submit this summary may result in ineligibility for funding for future conferences.

CANDIDACY AND FUNDING

CSEA will aggressively recruit candidates for CEA Delegate Assembly and NEA Representative Assembly. CSEA will conduct a pre-assembly meeting prior to CEA Delegate Assembly, and prior to other conferences as needed. Attendance at such pre-assembly meetings will be required in order for a delegate to receive funding.

In order to be funded for NEA RA, an elected delegate must have served in an on-going capacity and with at least 70% attendance during the current year on one or more of the following:

- As a member of the CSEA Board of Directors
- As an Association Representative
- As a member of a CSEA committee
- As a representative of CSEA on a District 11 committee

Eligibility and exceptions shall be approved by the CSEA Executive Committee.