



Conference Expense Reimbursement Policy

IN-STATE CLINICIAN/CONFERENCE PARTICIPANT (Non-Educator)

1. **Fee:** Paid for services rendered. Pre-Negotiated.
2. **Transportation:** Mileage Reimbursement Only
 - a. Paid at 38¢ per mile
3. **Lodging:** In-State Clinicians/Conference Participants do not receive lodging reimbursement.
4. **Meals:** A maximum of \$25 (total expenses) will be reimbursed for meals [receipts required]
5. **Materials:** MMEA does not reimburse the cost of photocopying materials. Any copying expenses (handouts, etc) are the responsibility of the clinician.
**NOTE: All copyright laws must be observed for all materials to be distributed at the MMEA In-Service Workshop/Conference.

NOTE; MMEA does not reimburse clinician expenses for:

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|-------------------------------|---------------------------------------|
| 1. Telephone/Internet charges | 4. Room Service charges |
| 2. In-house <u>Movies</u> | 5. "Be My Guest" charges |
| 3. Bar charges | 6. <u>Windrose/Off-Property</u> meals |