



Conference Expense Reimbursement Policy

OUT-OF-STATE CLINICIANS/CONFERENCE PARTICIPANTS

1. **Fee:** Paid for services rendered. Pre-Negotiated.
2. **Transportation:** Transportation expenses will be reimbursed for clinician/conference participant only. [receipts required]
 - a. Mileage: Paid at 38¢ per mile [not to exceed airfare expense equivalent]
 - b. Airfare: Direct flight to Missouri, paid at coach rate.
 - i. Mileage to/from airport
 - ii. Airport parking
 - iii. If car rental is needed from Missouri Airport to conference site, MMEA will pay the lesser of mileage or rental fee, but not both.
3. **Lodging:** Paid by MMEA [If included in clinician agreement]
NOTE: *MMEA agrees to pay lodging expenses **ONLY** for nights adjacent to the event session/s in which the clinician/Participant is presenting.*
4. **Meals:** Reimbursed by MMEA [If included in clinician agreement]
 - a. A maximum of \$50.00 (total) will be reimbursed for meals during travel
 - b. MMEA will reimburse only on-property meals during the conference
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 Movies | 5. "Be My Guest" charges |
| 3. Bar charges | 6. Off-Property meals |