



June 17, 2020

To: 2020 Delegates to the NEA Representative Assembly
From: Mary Gilgallon, Director of Governance and Administration
Re: Meal/Dinner Reimbursement for Virtual RA

While MTA's travel reimbursement stipend is not applicable this year given the RA's virtual format, MTA's RA Planning Committee has advocated to have delegate dinners paid for by MTA during both days of the RA.

Delegates who "attend" the virtual meeting may submit the expense of a meal (delivery, pick-up, etc.) each of the days of the RA (July 2 and 3).

- A dated, detailed, itemized receipt, including the date and list of items purchased is required. A credit card receipt, showing only the total amount plus tip is NOT acceptable, as it is not itemized.
- The maximum reimbursement amount is the USGSA per diem dinner amount for Boston, which is **\$31 per day**, including tax and gratuity.
- 20% is the meal gratuity maximum.
- Alcoholic beverages are not reimbursable.
- Receipts and vouchers are due to the Division of Governance within 30 days of the RA. An expense that is older than 90 days will not be reimbursed.

An expense voucher is attached for your use. Be sure to include the delegate name and mailing address on the voucher. Upon the conclusion of the RA, mail the completed voucher and receipts to:

John Connelly
Governance Division
Massachusetts Teachers Assn.
2 Heritage Drive, 8th Floor
Quincy, MA 02171-2119

Electronic Voucher Submission:

If you are already set up to submit expenses to MTA via the electronic (non-paper) system, we would like you to use that system for these expenses – subject to all of the above provisions. **To do so, you must first email jconnelly@massteacher.org** and ask that we add the NEA-RA approval code to your expense profile. Once that is done, you will be able to select that code when creating this electronic expense.



mail to: MASSACHUSETTS TEACHERS ASSOCIATION

John Connelly, Governance Division
2 Heritage Drive, Quincy, MA 02171-2119

EXPENSE VOUCHER

Due within 30 days of date last expense is incurred
Provide detailed receipts for all charges.

NAME

W/E Sat:

07/04/20

TAPE receipts to 8-1/2 x 11 sheets and submit with this voucher to address above

Delegate to 2020 NEA-RA

DAY	ACTIVITY					DINNER			TOTALS
Sun									
Mon									
Tue									
Wed									
Thur, July 2	2020 NEA-RA, Virtual							<< \$31/day maximum	
Fri, July 3	2020 NEA-RA, Virtual							<< \$31/day maximum	
Sat.									
TOTALS									
									DUE TO MEMBER:

WEEKLY EXPENSE ALLOCATION (For Staff Use Only)

DIVISION CODE	ACCOUNT CODE	PROGRAM CODE	EXPENSE \$

If already set up to submit your expenses electronically, email jconnelly@massteacher.org, to have this approval code set up, so that you can submit this electronically instead of this paper voucher.

SIGNATURE OF SUBMITTER: _____ DATE / / _____
Member Address

SIGNATURE OF APPROVER: _____ DATE / / _____